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INTRODUCTION

This is an introductory course aimed at those with no experience of using PowerPoint. After the course you will be able to create an animated presentation including images and charts.

Knowledge assumed

experience of using a computer, for example the keyboard and mouse
experience of using Windows; icons, loading software and click boxes

Areas covered

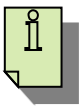
creating a presentation
creating a screen show using transitions and animations
applying designs
master slides
slide layouts

Document signposts

Instructions for you to type

Bold text

Shortcuts



Reminders

Notes

Exercises

GETTING STARTED

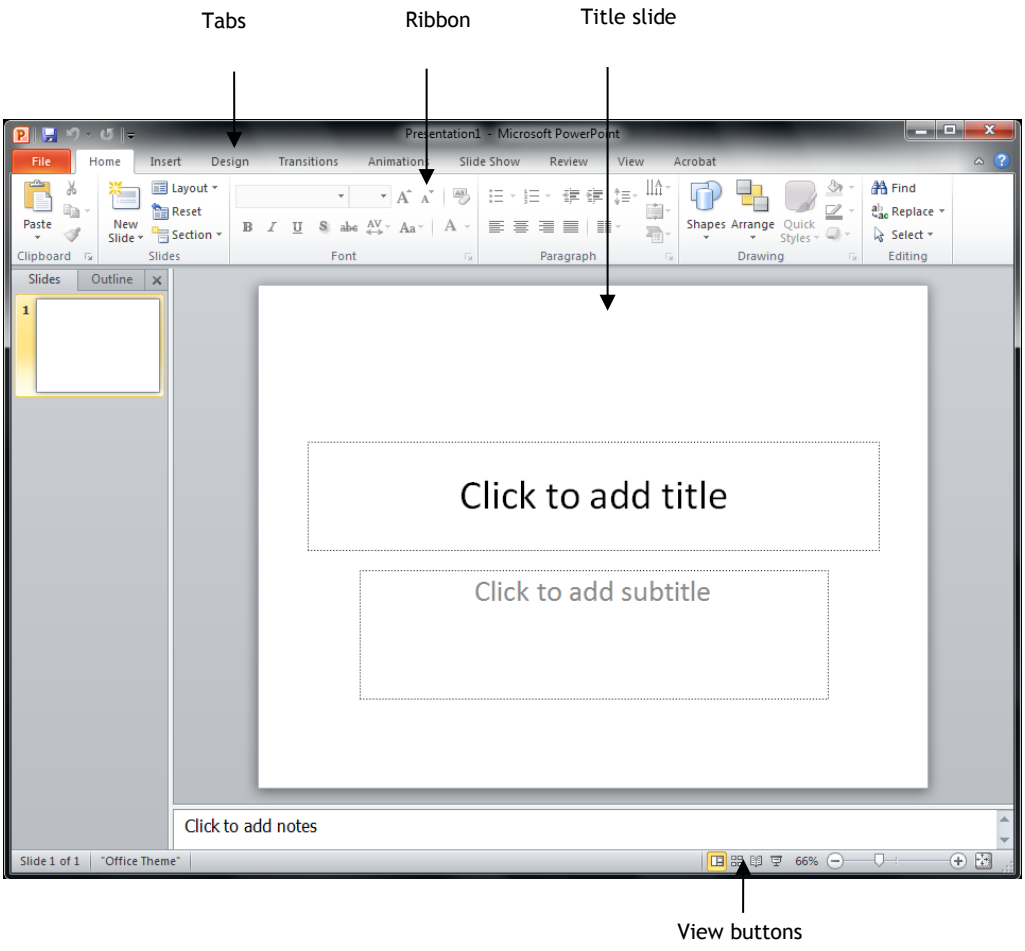
The aim of this document is to guide you through creating and modifying a screen show using PowerPoint 2010.

- Double click the **PowerPoint 2010** shortcut icon on the desktop

Or

- Click the **Start** button
- **All Programs**
- **Microsoft Office**
- **Microsoft PowerPoint 2010**

The PowerPoint opening screen is displayed.

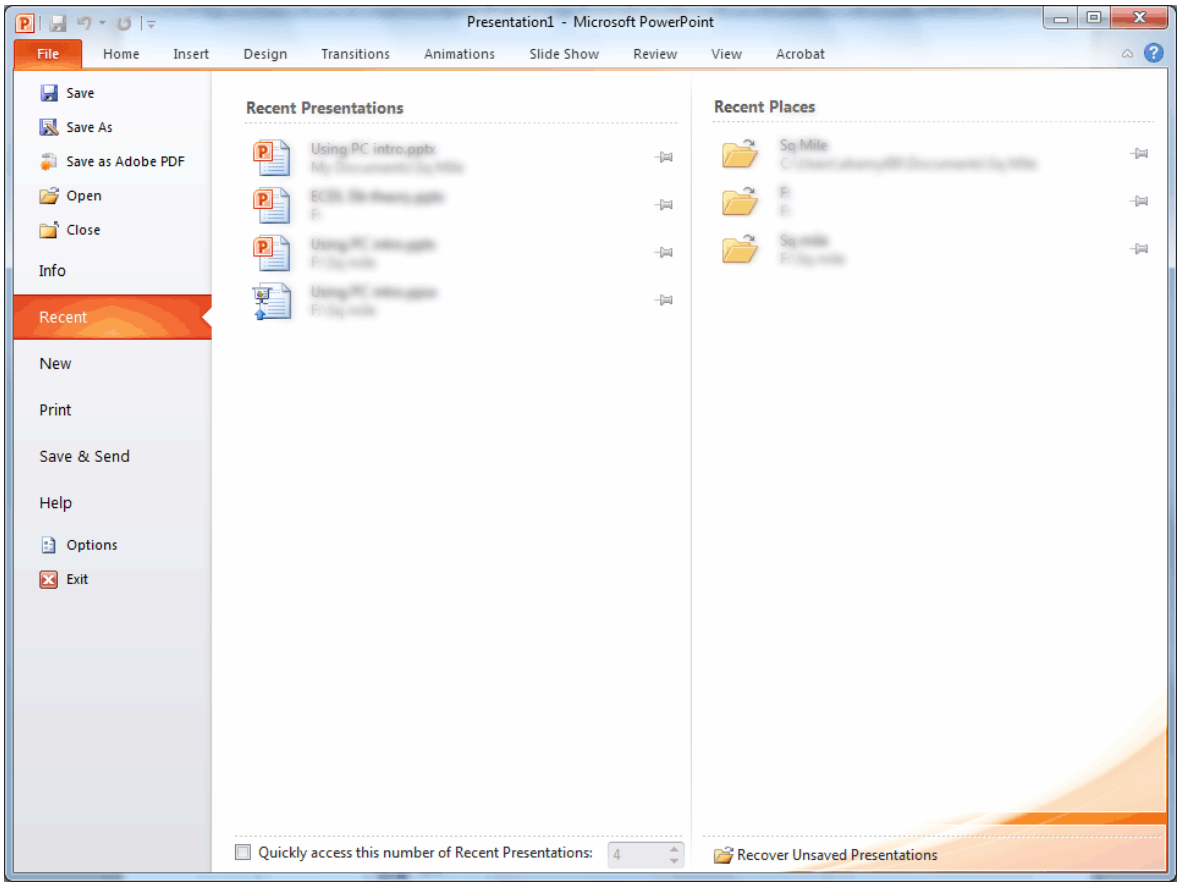


THE FILE TAB

The File tab is coloured differently from the other tabs on the ribbon because it is not an ordinary ribbon tab.

➢ Click the **File** tab

The following is displayed.



Microsoft calls this the Backstage View.

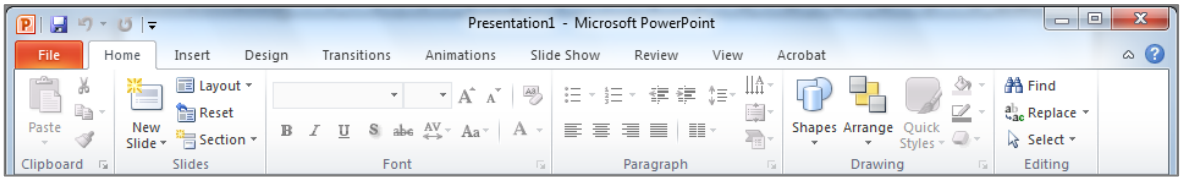
From here you can access your recent files and folders easily and quickly. This also gives you access to the standard file management options, so from here you can open, save, print and close files.

To exit from the backstage view:

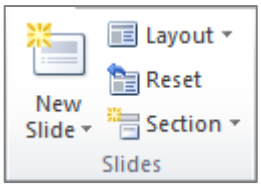
➢ Click the **Home** tab (selecting any of the other ribbon tabs will close the backstage)

THE RIBBON

The Ribbon is designed to help you quickly find the command you need to complete a task. The commands are organised in logical groups which are collected together under tabs. For example, when you first open PowerPoint the Home tab is the one that is selected. This contains the most commonly used commands.

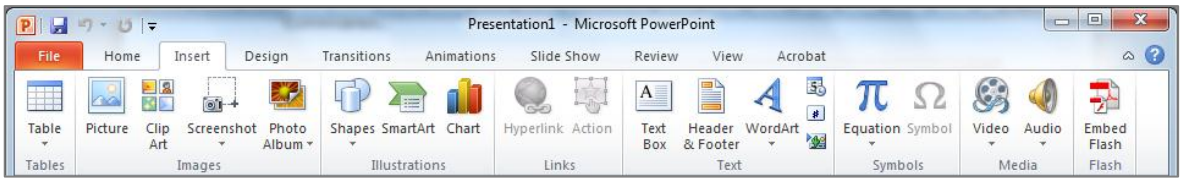


The commands on the ribbon are placed in groups so that those used for a similar purpose are together. For example the Slides group includes New Slide, Layout, Reset and Section.



When you select a different tab the ribbon shows you different groups of commands.

- Click the **Insert** tab



Now you see commands relating to objects that can be inserted into a presentation: Tables, Images, Illustrations, etc.

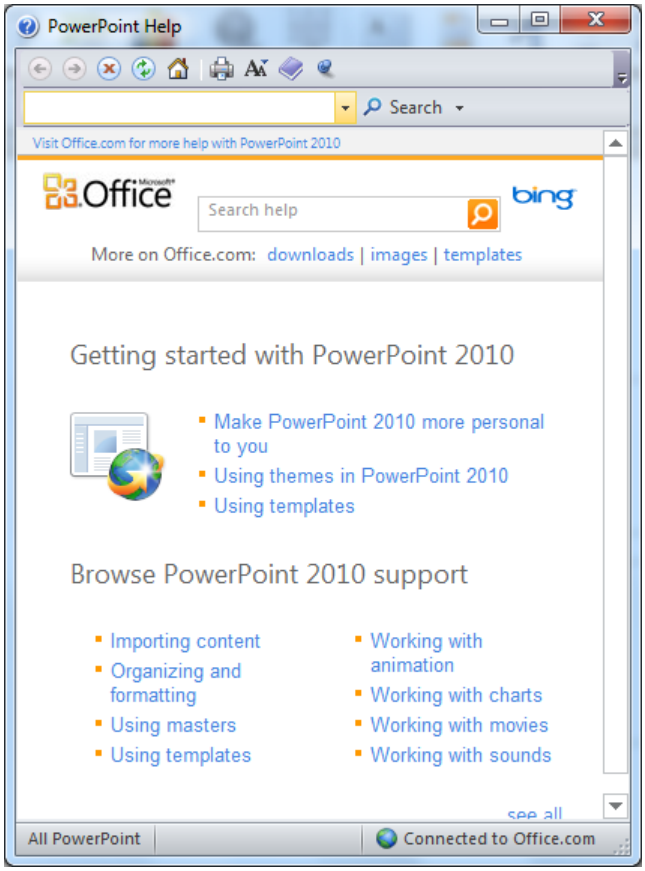
There are also tabs that display only when they are needed, for example if you select a picture or Word Art in your presentation. These are called **contextual** tabs. We will see some of these later in the training course.

HELP

The built-in help system in PowerPoint is the first place to look if you are unsure of a process or procedure. If you have an internet connection, PowerPoint help will automatically connect to the Internet and this provides you with access to even more articles and tutorials.

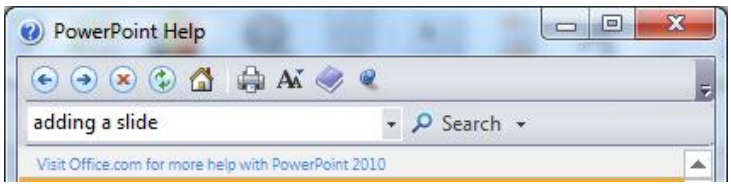
- Click the **PowerPoint Help** button above and to the right of the ribbon

The following window is displayed.

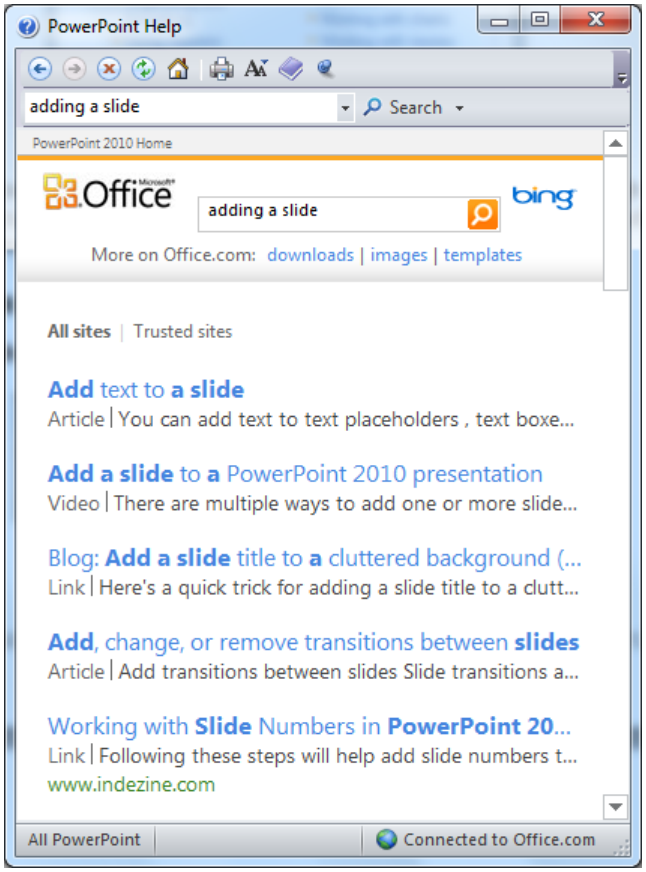


The help window displays a series of links to allow you to browse through different topics. Or you can type a keyword or phrase in the Search window to pinpoint information that may be useful to you.

- Type **adding a slide** into the Search window
- Click **Search**



A list of subjects related to your search is displayed.


PowerPoint Help
adding a slide
Search
PowerPoint 2010 Home
Office
adding a slide
bing
More on Office.com: downloads | images | templates
All sites | Trusted sites
Add text to a slide
Article | You can add text to text placeholders , text boxe...
Add a slide to a PowerPoint 2010 presentation
Video | There are multiple ways to add one or more slide...
Blog: Add a slide title to a cluttered background (...
Link | Here's a quick trick for adding a slide title to a clutt...
Add, change, or remove transitions between slides
Article | Add transitions between slides Slide transitions a...
Working with Slide Numbers in PowerPoint 20...
Link | Following these steps will help add slide numbers t...
www.indezine.com
All PowerPoint
Connected to Office.com

Each subject title in the list is a hyperlink to a help article, a demonstration video, or a tutorial.

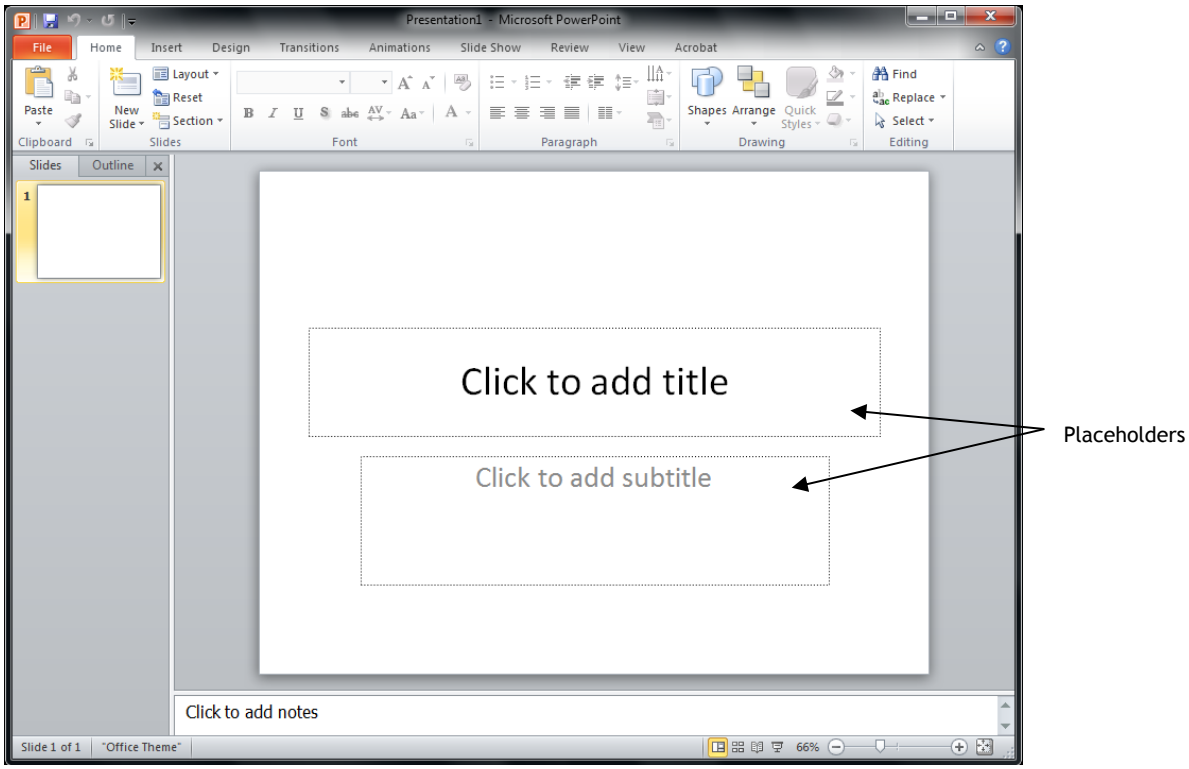
- Close Help

CREATING A NEW PRESENTATION

In this training course you will create a presentation about endangered species of animals. It will be only a short presentation but you will include images, a chart and various effects.

When you start PowerPoint a new presentation is started automatically and contains one blank slide.

By default, the first slide is a Title Slide and contains two placeholders: one for the title of the presentation, and one for a subtitle.

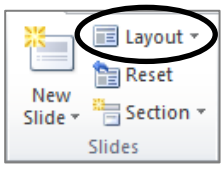


This is usually ideal for the first slide and is used to introduce yourself and the subject you will be talking about. However, you can choose to change the layout of this and any other slide that you add to the presentation.

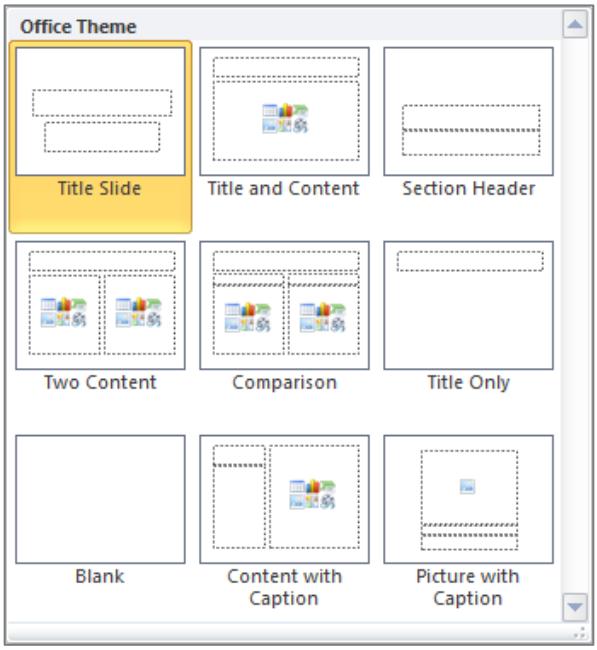
SLIDE LAYOUTS

To display the available slide layouts:

- Click **Layout** from the **Slides** group of commands on the **Home** tab

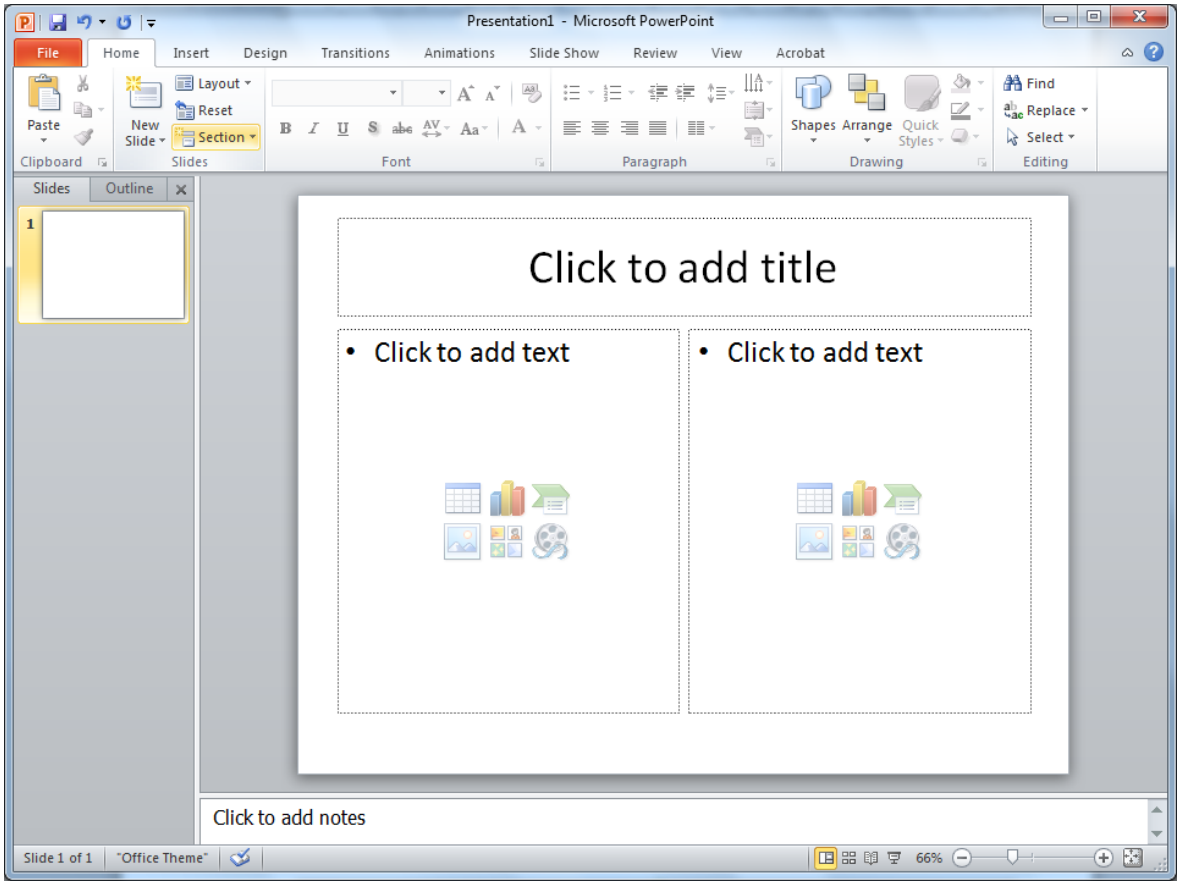


The following is displayed.



➢ Select **Two Content**

The slide changes to the selected layout.

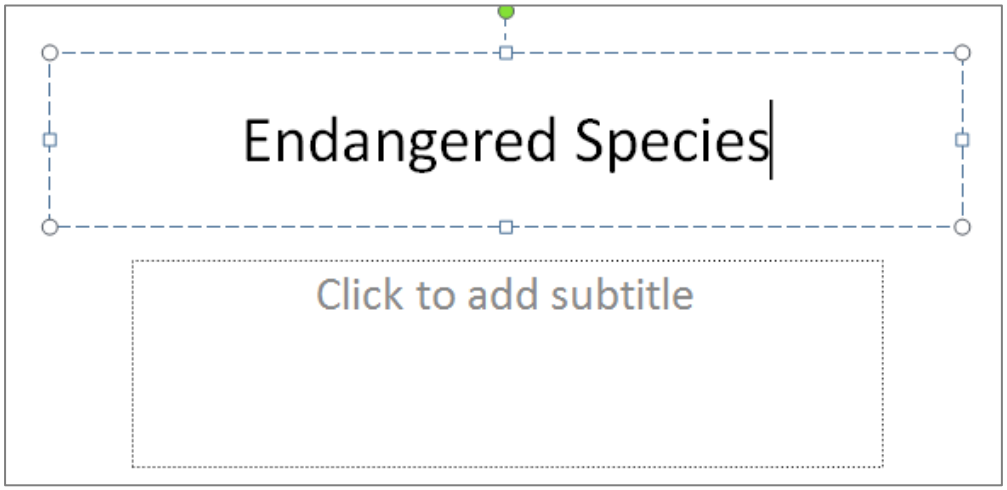


A slide layout can consist of several elements including a title placeholder, subtitle placeholder, and other placeholders for objects such as images, charts and media clips.

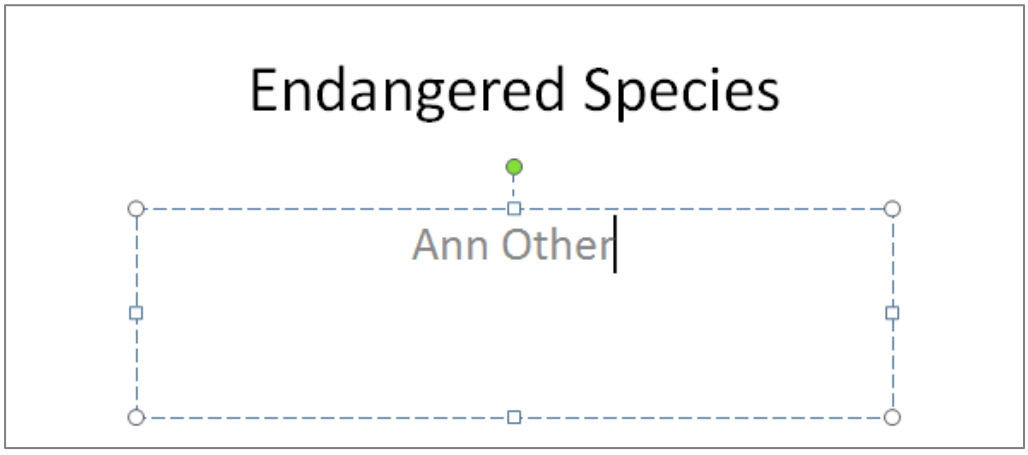
The layout you choose will depend on what content you intend to put on the slide and where you want it to be positioned.

For this presentation, a presentation title and your name are the only things that you will put on the first slide.

- Change the layout back to **Title Slide**
- Position the insertion point in the title placeholder
- Type **Endangered Species**

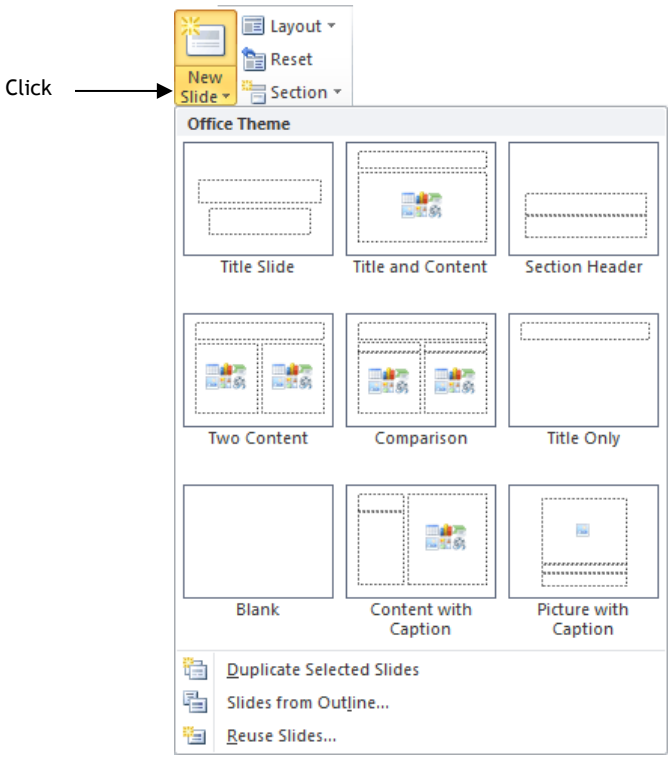


- Position the insertion point in the subtitle placeholder
- Type **your name**



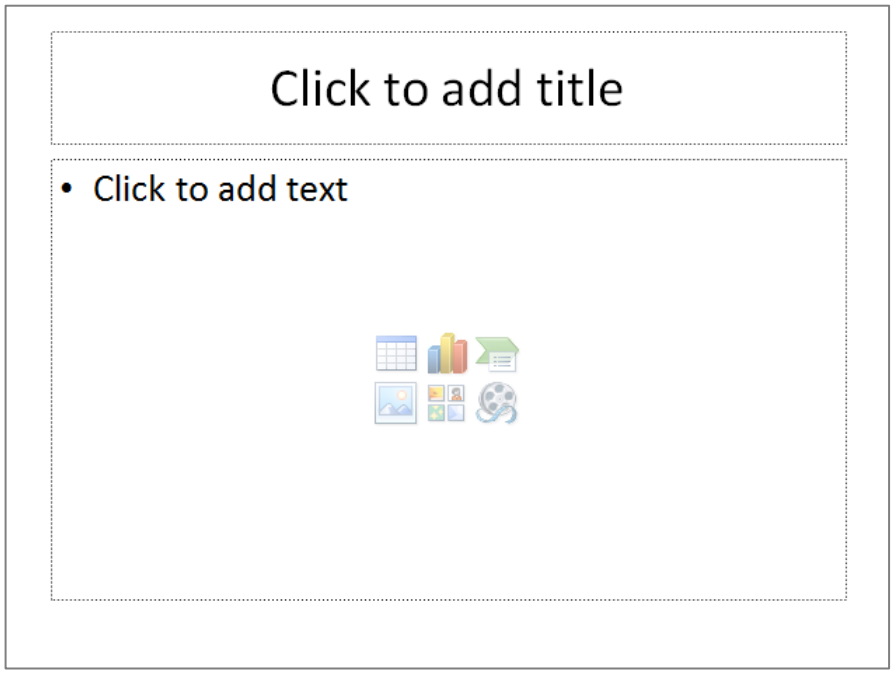
ADDING A NEW SLIDE

- Ensure the **Home** tab is selected
- Click the bottom of the **New Slide** button to see the list of layouts

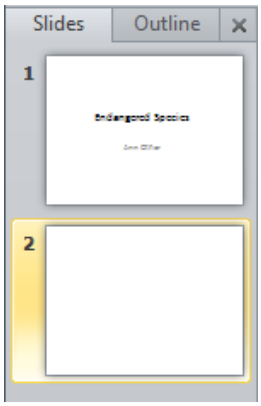


- Select **Title and Content**

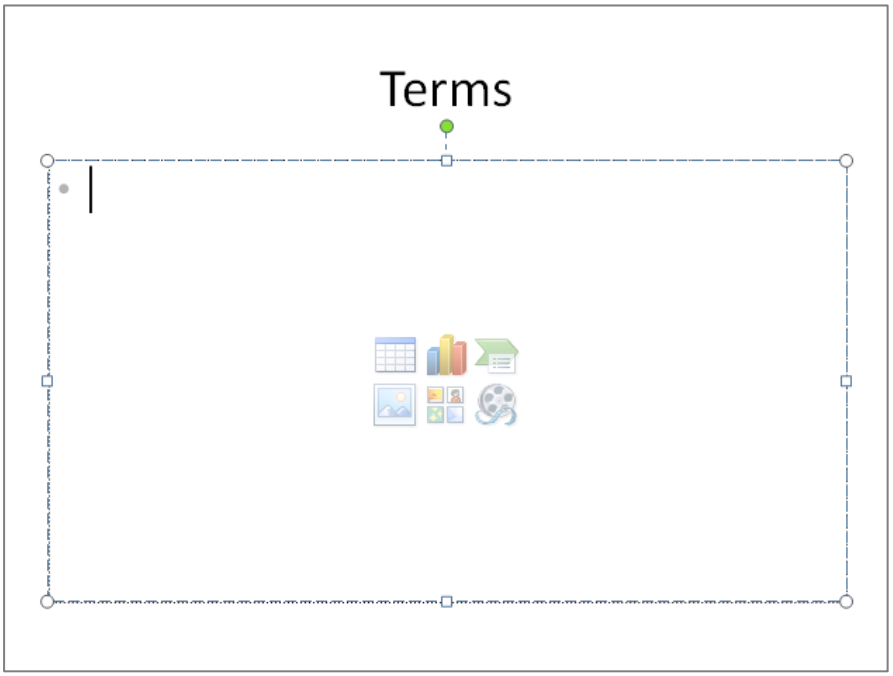
A second slide is added to the presentation with the selected layout.



Notice that, as you add slides to the presentation, thumb nail images are also shown in the Slides tab to the left of the screen (in Normal view).



- Position the insertion point in the title placeholder
- Type the slide title: **Terms**
- Position the insertion point in the main placeholder



Text typed in this placeholder will be bulleted automatically.

- Type the following list:

  - **Vulnerable species**
  - **Low numbers**
  - **Declining numbers**
  - **Threatened species**
  - **Has problems but in no immediate danger**
  - **Endangered species**
  - **In immediate danger of extinction**

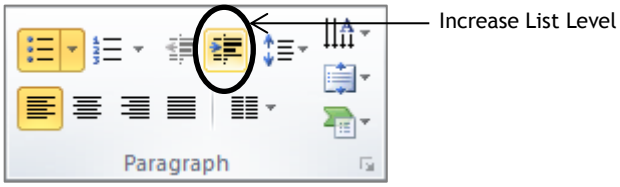
Some of the items in the list need to be changed to second level bullets to produce the following display:

- **Vulnerable species**
  - **Low numbers**
  - **Declining numbers**
- **Threatened species**
  - **Has problems but in no immediate danger**
- **Endangered species**
  - **In immediate danger of extinction**

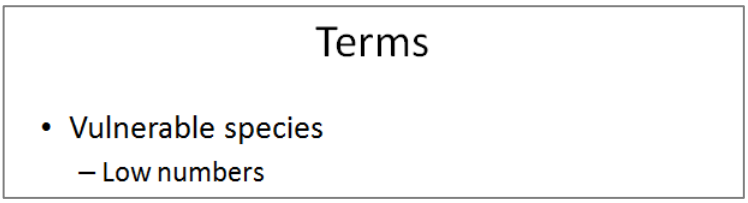
To indent the second bullet point (Low numbers) to create a second level bullet:

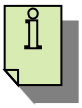
➢ Click at the start of the text for the second bullet point

➢ Click the **Increase List Level** button in the **Paragraph** group on the **Home** tab



The item displays as a second level point.





Alternatively

The **Tab** key on the keyboard can be used to indent bullet points in order to display them as higher level bullets.

➢ Indent the appropriate bullet points to achieve the following:

- **Vulnerable species**
  - **Low numbers**
  - **Declining numbers**
- **Threatened species**
  - **Has problems but in no immediate danger**
- **Endangered species**
  - **In immediate danger of extinction**

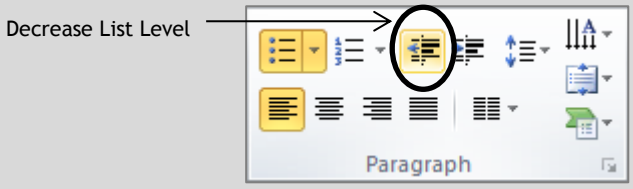
➢ Add the following to the bottom of the list:

- **Extinct species**
  - **No longer living**

To change a second level bullet point into a first level point:

Either -

- Use the **Decrease List Level** button in the **Paragraph** group on the **Home** tab

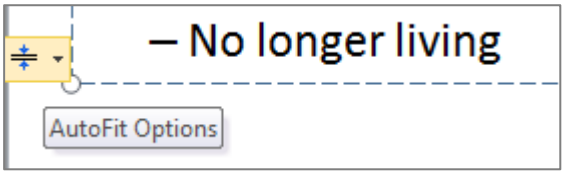


Or -

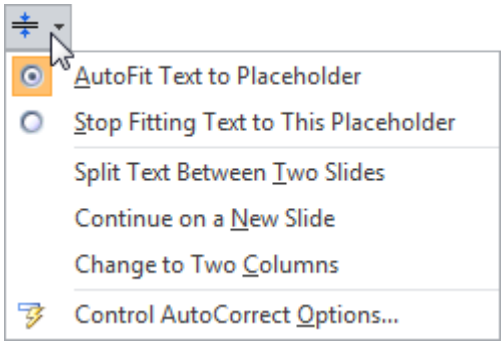
- Hold down the **Shift** key while pressing the **Tab** key

Notice that the lines of text have been automatically adjusted to make room for the new lines.

As you start to type the last line, an AutoFit Options button is displayed next to the placeholder.



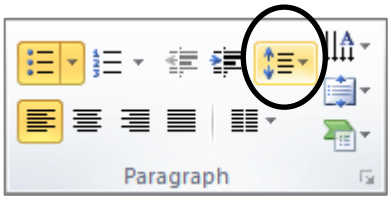
➢ Click the drop arrow to display the options


AutoFit Text to Placeholder
Stop Fitting Text to This Placeholder
Split Text Between Two Slides
Continue on a New Slide
Change to Two Columns
Control AutoCorrect Options...

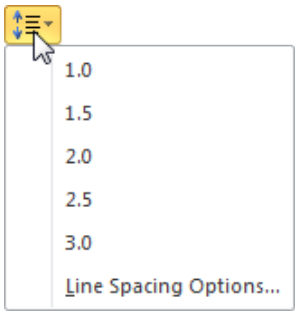
The **Autofit Text to Placeholder** option is selected by default.

➢ Click away from the list to hide the options

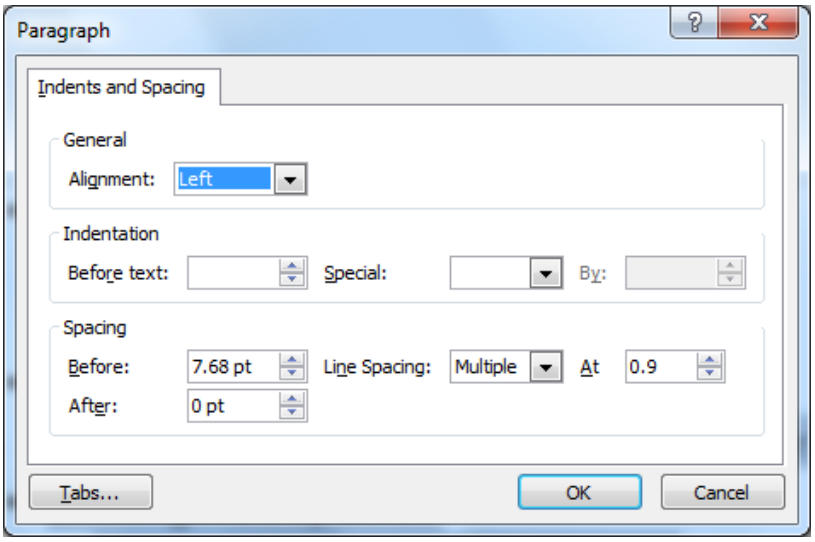
You can control the fit of the text in the placeholder yourself by changing the line spacing between lines of text in the list. The line spacing button is in the Paragraph group of the Home tab.



- Click the **Line Spacing** button



- Fine tune the spacing by selecting **Line Spacing Options...**



Adjust the spacing Before or After a paragraph (text with a paragraph mark at the end – where you have pressed the Enter key) to get the desired gap between the points.

To the inexperienced, when you adjust the point size between the lines of text it is difficult to judge the space that will be added. You might have to find the right amount by trial and error.

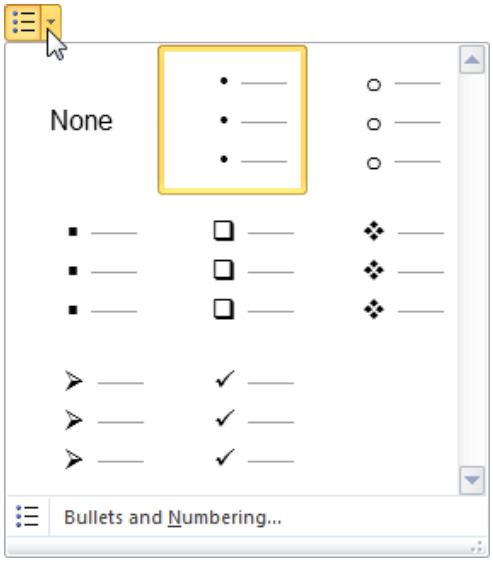
This particular slide does not need to be altered.

- Click **Cancel**

Changing the style of the bullet

To emphasise the first level of bullet point you will change the style of the bullet and embolden the text.

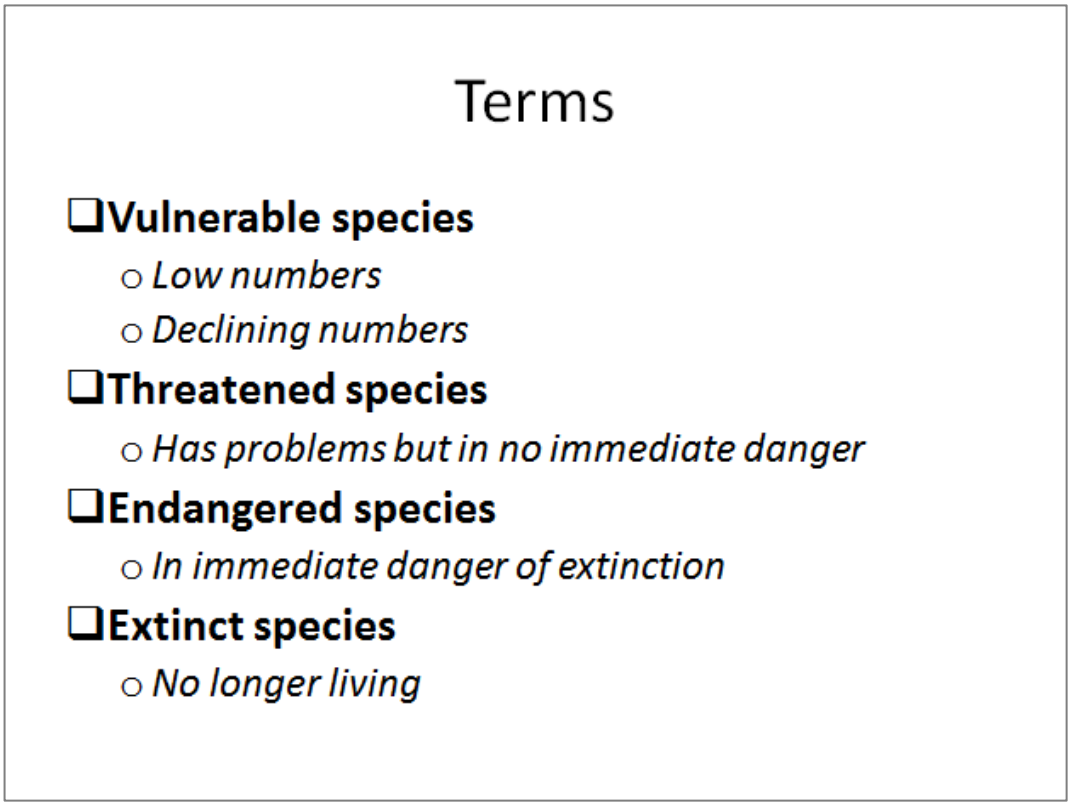
- Select the first line of text – **Vulnerable species**
- On the Home tab click the drop arrow to the right of the Bullets button



- Move the mouse pointer over the different styles of bullets to see the change on the slide
- Choose a different style of bullet, for example the hollow square bullets
- While the first line is still selected, embolden the text by clicking the **Bold** button in the Font group on the Home tab

- Select each main bullet and change the style to match the first one
- Change the style of bullet for the **second level headings** to the hollow round bullet
- Format the text as **italic**

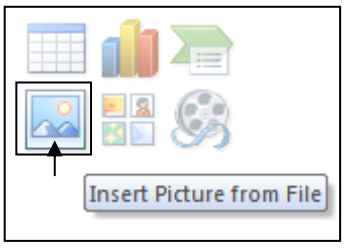
Your slide should look similar to this:



- Save the presentation with the name **EndangeredSpecies** in the PowerPoint 2010 folder on drive C:
- Add a new slide as slide 3 - choose the **Title and Content** layout
- In the title placeholder type the heading – **Vulnerable Species**

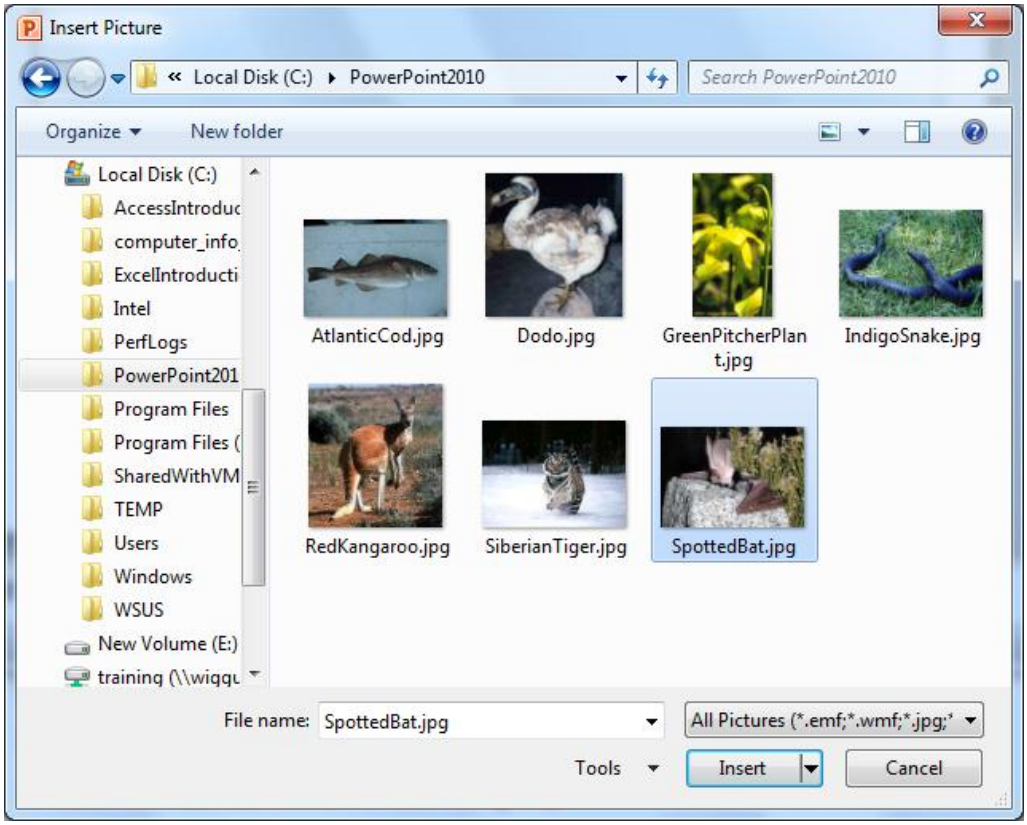
To insert a picture on this slide:

- In the main placeholder click the **Insert Picture from File** icon



- Locate the **PowerPoint2010** folder on drive C

- Select the image of the **Spotted Bat**

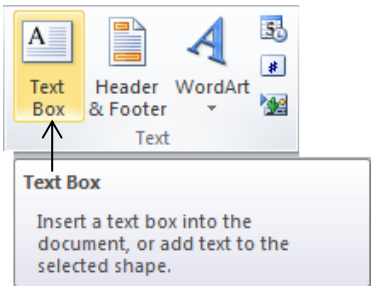


- Click **Insert**

The bat image is added to the slide. To include the name of the species of bat you will add a text box to the slide.

- Select the **Insert** tab

- Click the **Text Box** button in the Text group

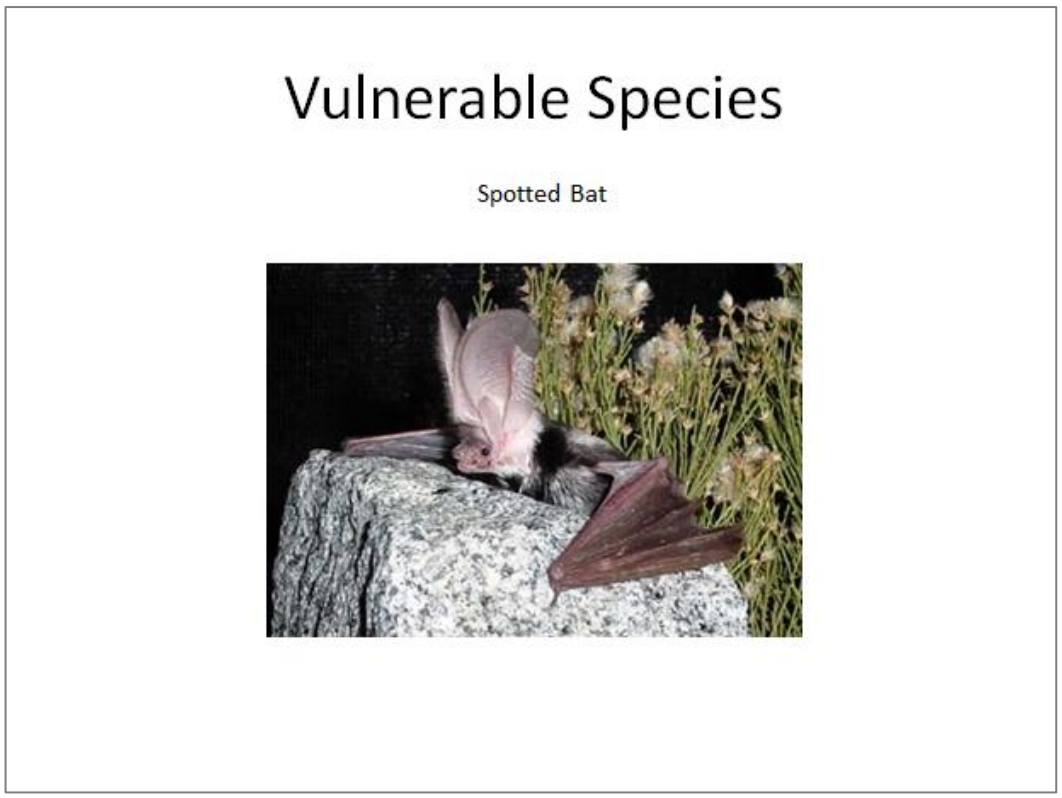


- Draw a text box in the centre of the slide above the picture

- Type **Spotted Bat**

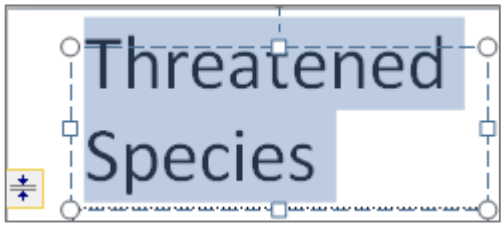
- Centre the text within the text box by clicking the **Centre** button in the **Paragraph** group of the **Home** tab

Your slide should look something like this:



- Add a new slide to the presentation – choose the **Content with Caption** layout
- In the title placeholder (top left box) enter the text **Threatened Species**
- The text needs to match the heading on the previous slide so format it as **44pt, not bold**

Now that you have changed the size of the text the placeholder is not deep enough to hold both lines, so it overflows the top of the placeholder.



You can either resize the placeholder manually to hold the text or use the Autofit Options to allow PowerPoint to resize the text to fit the placeholder.

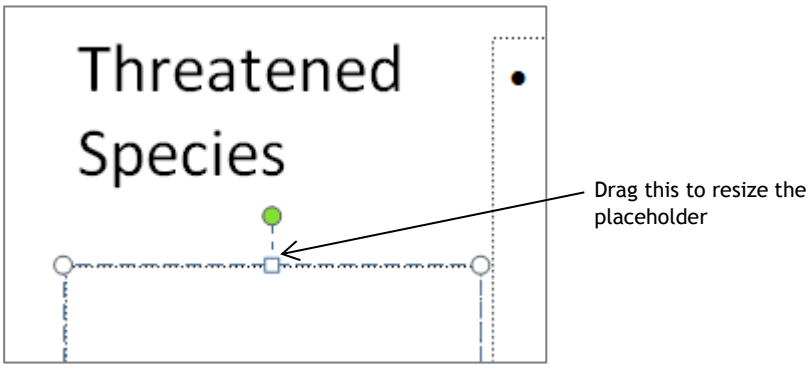
- Use the Autofit Options and choose **Autofit Text to Placeholder**

To fit larger text in the placeholder, you need to adjust the size of the title placeholder and the placeholder below it to make room for the larger text.

- Click in the Caption placeholder (the lower placeholder) to select it

The squares at the centre of each edge of the placeholder are resizing handles.

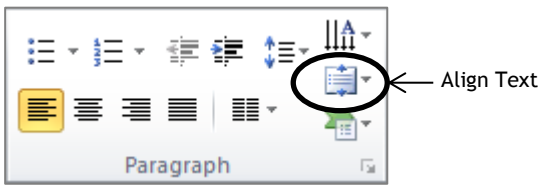
- Drag the resizing handle on the top edge of the placeholder down to make more space above it



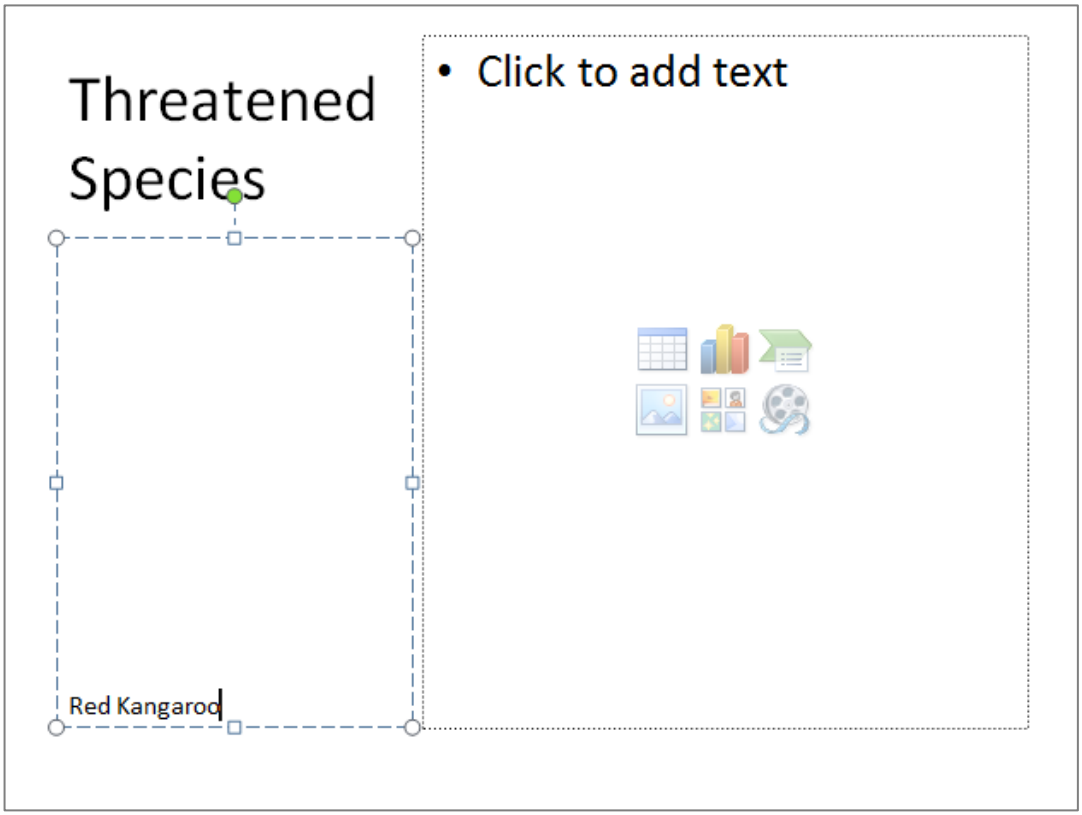
- Drag the lower edge of the title placeholder down to make it deeper

If the title placeholder is enlarged sufficiently, the Autofit Text to Placeholder option causes the heading text to change to the larger size (44 pt) that was specified earlier.

- In the lower placeholder add the text **Red Kangaroo**
- Format this as **18pt**
- Use the **Align Text** button in the **Paragraph** group on the **Home** tab to align the text to the **bottom** of the placeholder



Your slide should look something like this:



In the Content placeholder:

- Insert the picture of the **Red Kangaroo** from the **PowerPoint2010** folder on drive C

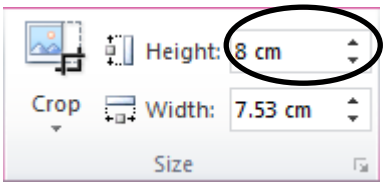
While the picture is selected, the Picture Tools Format tab is displayed. This is a contextual tab which is only shown when a picture is selected. This tab gives you access to formatting options that you can use on your picture.

- Click away from the picture and the Picture Tools Format tab disappears

- Click on to the picture again

Now that the picture of the kangaroo has been inserted into the slide you can see that it is quite small. It would look better if the picture was a similar size to the picture of the bat on the previous slide.

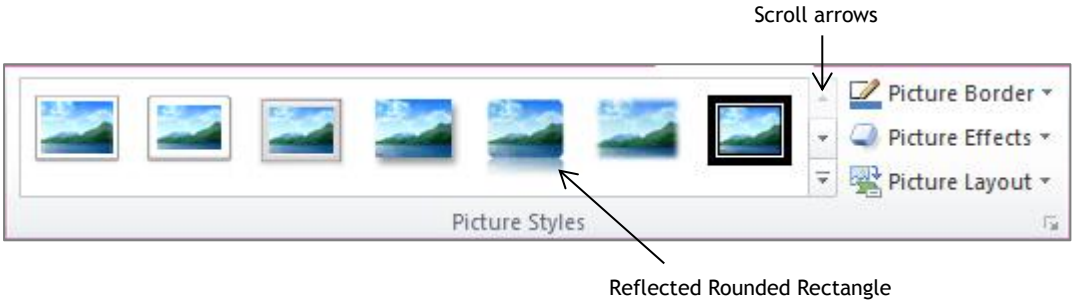
- Using the **Shape Height** option in the **Size** group on the **Format** tab, change the height of the picture to **8 cm**.



The width of the picture will change automatically to ensure the picture remains in proportion.

The Picture Styles group on the ribbon shows different effects that you can apply to the picture.

- With the image selected, move the mouse pointer over the different picture styles to view the effect on the kangaroo picture

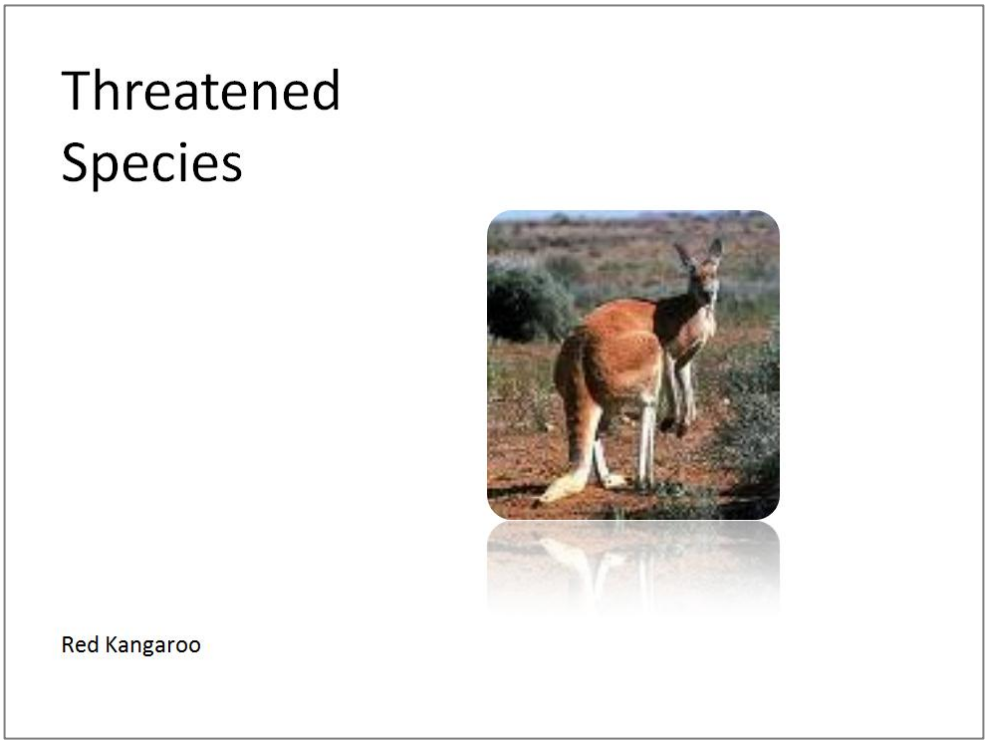


- Use the scroll arrows to see more options
- Choose the **Reflected Rounded Rectangle** as the picture style for the picture of the kangaroo

Note that there are also Picture Border, Picture Effects, and Picture Layout options available.

- If necessary, drag the image to a more central position on the slide

Your slide should look something like this:



- Select slide **3** and change the height of the image to **8 cm**
- Apply the **Beveled Oval, Black** picture style
- Add a new slide to the end of the presentation with the **Title Only** layout

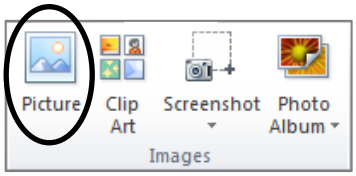
When you click the new slide button, a new slide is inserted immediately after the slide that is currently selected.

So to insert a new slide after slide 4 you must first ensure that slide 4 is selected.

- In the title placeholder type the heading **Endangered Species**

Although you did not choose a slide layout that includes the option to insert a picture, you can still add one to the slide.

- On the **Insert** tab, click the **Picture** button in the **Images** group



- Choose the picture of the **Siberian Tiger** from the **PowerPoint2010** folder on drive C
- Click **Insert**

This picture is much too big for the slide.

- Change the height of the picture to **8 cm**
- Drag the picture to the middle of the slide
- Apply the **Rotated, White** picture style to the image
- Insert a text box between the title and the picture to include the sub heading **Siberian Tiger**

Your slide should look something like this:

- Add a new slide to the presentation
- Choose your own layout and use the following information:

  Title: **Extinct Species**
  Sub heading: **Dodo**
  Picture: **Dodo** from PowerPoint2010 folder

- Resize and reposition the picture similar to the other slides
- Add another slide to the end of the presentation with the **Title and Content** layout
- The slide title is **Causes of Endangerment**
- The bullet text is:
  - **Habitat destruction**
  - **Over exploitation**
  - **Introduction of exotic species**
  - **Disease**
  - **Pollution**
- Change the style of the bullets
- Centre the bullet text vertically in the placeholder
- Add a final slide to the presentation with the **Title and Content** layout
- The slide title is **What can we do**
- The bullet text is:
  - **Conserve habitat**
  - **Make space for wildlife**
  - **Recycle, reduce and reuse**
  - **Plant native plants**
  - **Join an organisation**
  - **Make your voice heard**
- Change the style of the bullets
- Change the line spacing of the bullet points to **1.5**
- Save the presentation

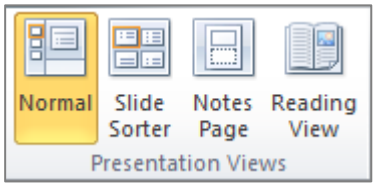
VIEWS

The PowerPoint display that you have been using so far is called Normal view.

When working on a presentation you have a choice of which view to use. However, what you are doing with the slides dictates the view you use. For example, by default the presentation is displayed in Normal view which is used to create and edit slides.

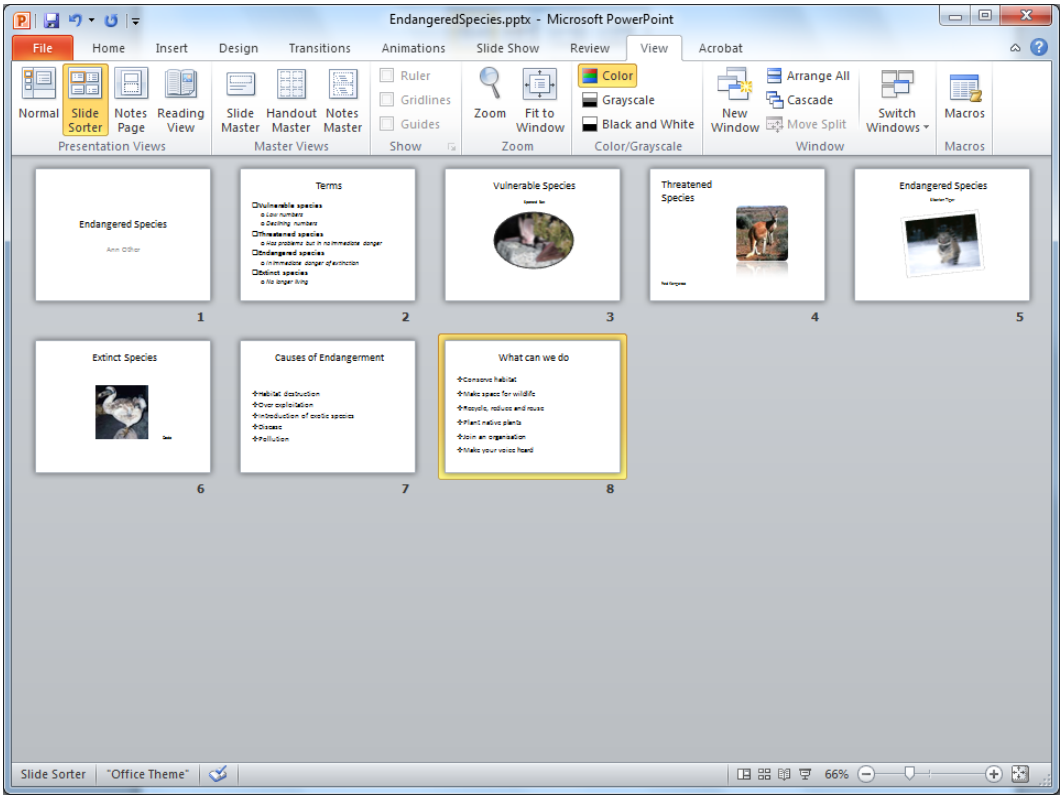
- Select the **View** tab

The views available are displayed in the **Presentation Views** group.



SLIDE SORTER VIEW

- Click the **Slide Sorter** button



You see the slides in the presentation as thumbnail images.

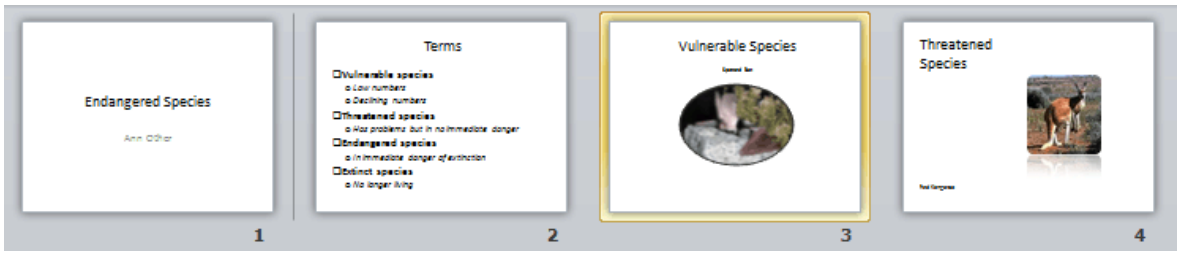
The slide with the orange outline is the one that is currently selected.

Slide Sorter view enables you to see a larger number of slides on the screen at the same time. This view is therefore useful when copying or reordering slides within the presentation.

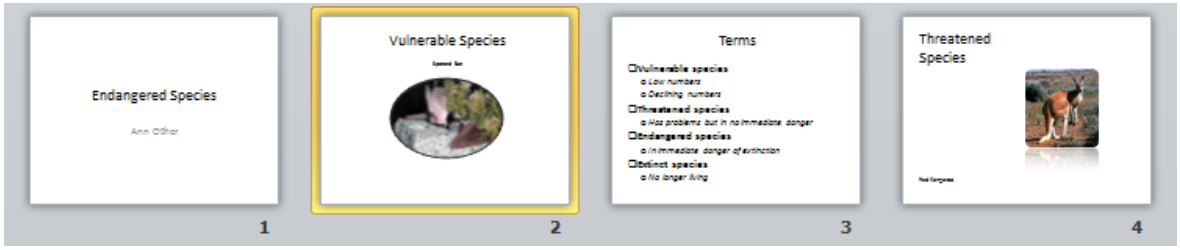
To move the Vulnerable Species slide (current slide 3) so that it becomes slide 2:

- Select **slide 3** and drag it over to the left

As you move the mouse pointer a line is displayed between the slides to show where the slide would move to if you released the mouse button.



- Move the slide so that it becomes **slide 2**



- Use the **Undo** button to move the slide back to its original position

NOTES PAGE VIEW

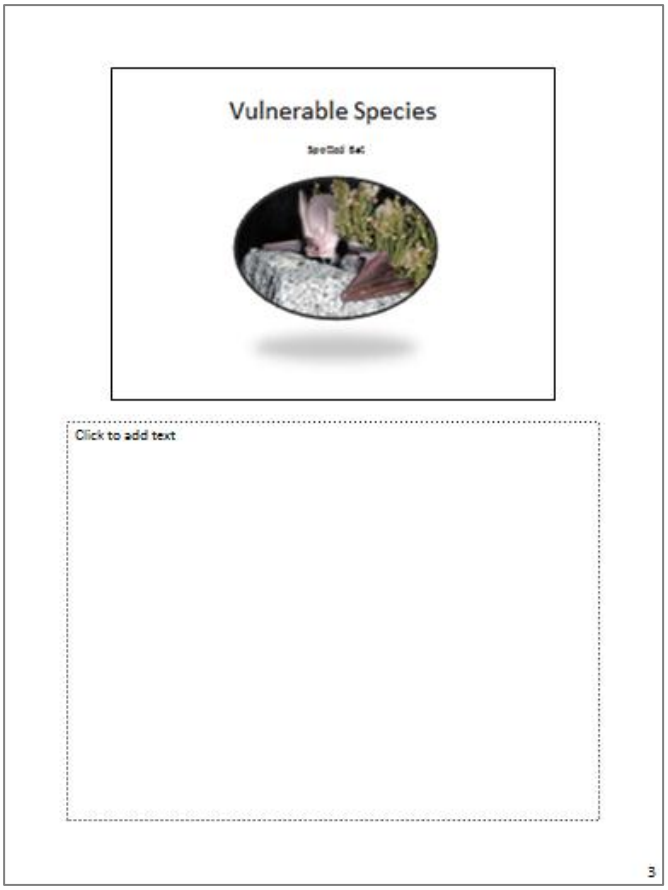
If you need to write notes and prompts to remind you of important points that you need to mention when delivering the presentation, these can be saved within PowerPoint.

Every slide has a notes page on which you can type your notes and then print the notes pages to use as prompts when presenting the presentation.

- Click the **Notes Page** button in the **Presentation Views** group

The Notes page is displayed for the selected slide.

The page has two sections: the top section shows the slide as it would be seen by your audience, and the bottom section is used to add and display your notes and prompts.



When in this view, you can use the arrow keys on the keyboard to display the notes page of another slide in the presentation.

- Click the left arrow repeatedly until the notes page for slide 1 (the title slide) is displayed
- Click in the notes section (identified by the 'Click to add text' prompt)
- Type the following note:

  Welcome to my presentation on the important subject of 'Endangered Species'.

  I hope that you will be able to support the cause.

- Change the font to **Trebuchet MS 12pt**

READING VIEW

Reading view fills the screen with the current slide, thus providing a quick way to preview what the slides would look like during the presentation.

- Click **Reading View** in the **Presentation Views** group on the **View** tab

The screen fills with the first slide of the presentation.

- Press the Right arrow key (or Down arrow key) to display the next slide
- Press the Left arrow key (or Up arrow key) to display the previous slide

To exit from Reading View and return to the previous view:

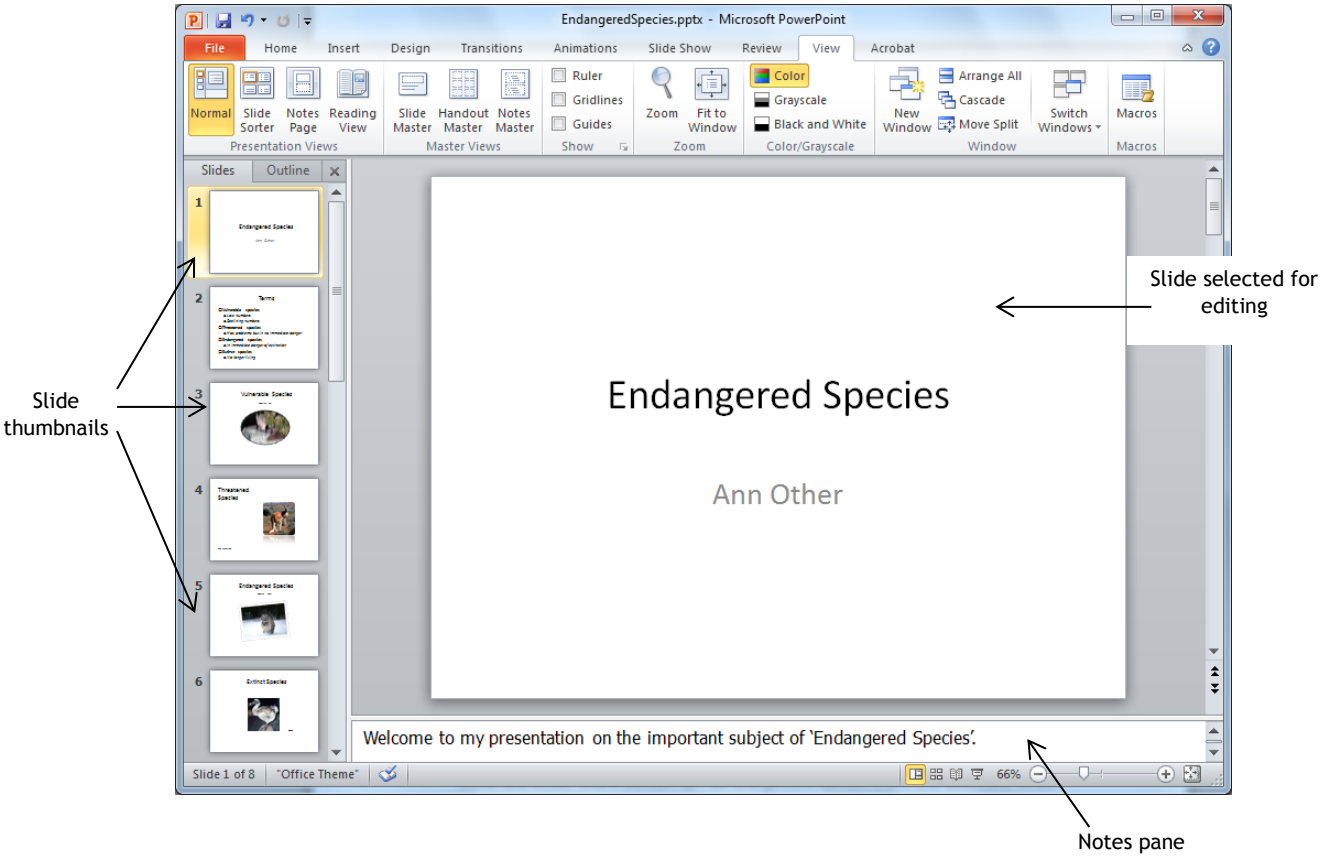
- Press the **Esc** key

NORMAL VIEW

As mentioned earlier, this is the default view and is the main working window in PowerPoint. This is the view used to edit the contents on the slides.

- Click **Normal View** in the **Presentation Views** group

The slide currently selected is displayed in Normal view.



Observe that Normal view consists of three distinct sections: the Slides/Outline pane on the left which by default displays thumbnails of the slides, a large view of the selected slide in the main pane, and a notes pane at the bottom.

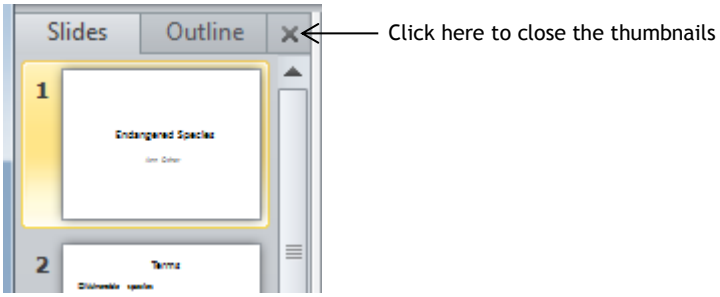
In the notes pane of the title slide you can see the note that you typed earlier. Because the pane is small you will need to use the scrolling arrows on the side in order to view the rest of the note. It is also possible to make the notes pane section larger by dragging the top border of the notes pane upward.

It is often more convenient to type your notes directly into the notes pane in Normal view instead of switching to the Notes page view.

It may sometimes be useful to hide the thumbnails and notes pane sections in order to allow more space to display the slide that is being edited.

To close the thumbnails section and notes pane:

- Click the cross at the top right of the Slides/Outline pane



The selected slide enlarges to fill the window.

To display all three sections:

- Click **Normal View** in the **Presentations Views** group on the **View** tab

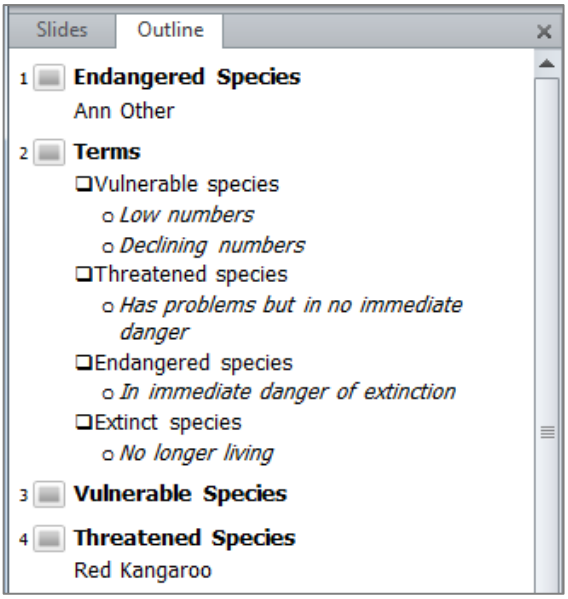
Outline View

Outline View is achieved by selecting the Outline tab in the Slides/Outline pane.

- Click the **Outline** tab

Instead of the slide thumbnails, the Slides/Outline pane now displays all the text on all the slides in a list.

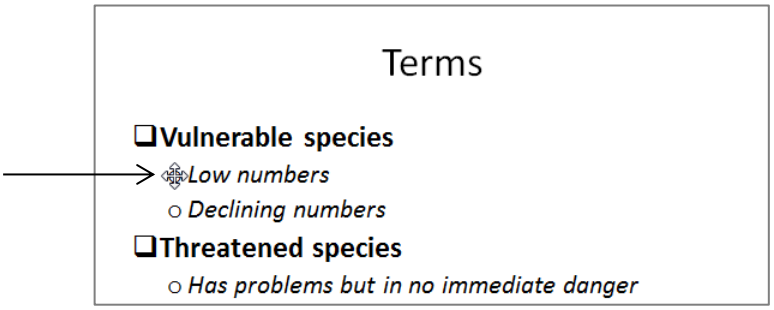
This view is particularly useful for reordering bullet points.



For example, in slide 2, if you wish to change the order of the two sub-points under Vulnerable species:

- Move the mouse pointer over the bullet point for the text Low numbers

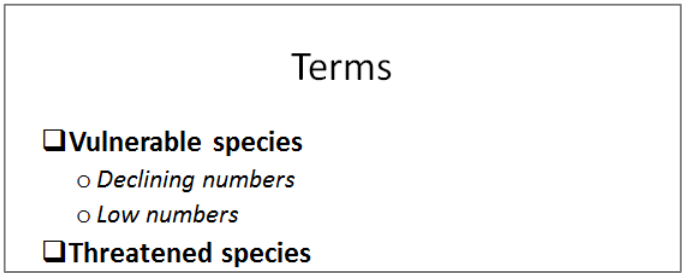
The mouse pointer changes to cross arrows indicating that it can be dragged.



- Drag the Low numbers bullet point downward

As you drag the bullet point, a blue horizontal line will appear in the pane.

- Release the mouse button when the blue line is below the Declining numbers bullet point



- To close Outline view, Click the **Slides** tab

QUICK ACCESS VIEWS BUTTONS

Some of the views described above can also be accessed using the buttons on the right side of the status bar, at the bottom of the window.

This bar also has a shortcut to the zoom tool:

Zoom

SLIDE SHOW

The Slide Show button is used to start the presentation and fill the screen initially with the currently selected slide. You are then able to move through the presentation slides one at a time.

- Select **slide 1**
- Click the **Slide Show** button

This starts the slide show from slide 1.

To advance through the presentation:

- Press the **space** bar

or

- Press the **Enter** key

or

- Click the **left** mouse button

or

- Press the **right** arrow key

To go back a slide:

- Press the **left** arrow key

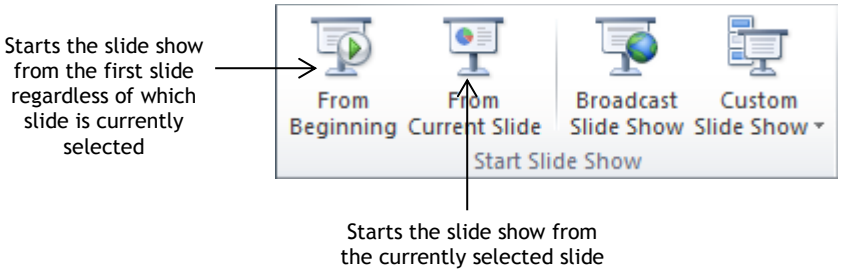
To stop the presentation:

- Press the **Esc** key

The Slide Show can also be started from the commands on the ribbon.

- Select the **Slide Show** tab

The commands for starting the presentation are in the **Start Slide Show** group.


Starts the slide show from the first slide regardless of which slide is currently selected
From Beginning
From Current Slide
Broadcast Slide Show
Custom Slide Show
Start Slide Show
Starts the slide show from the currently selected slide

- Click the **From Beginning** command

The slide show starts by presenting slide 1.

- Move to the next slide
- Stop the presentation

ZOOM TOOL

The Zoom tool next to the Quick Access Views buttons enables you to change the magnification of the slides by either using the slider or displaying the Zoom dialog box.

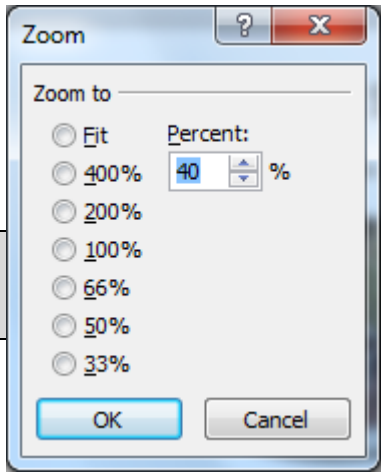
To change the magnification to 40% using the slider:

- Drag the slider until the figure **40%** is displayed on the bar

To change the magnification to **66%** using the Zoom dialog box:

- Click on the zoom value (**40%**) next to the zoom slider

The Zoom dialog box is displayed:



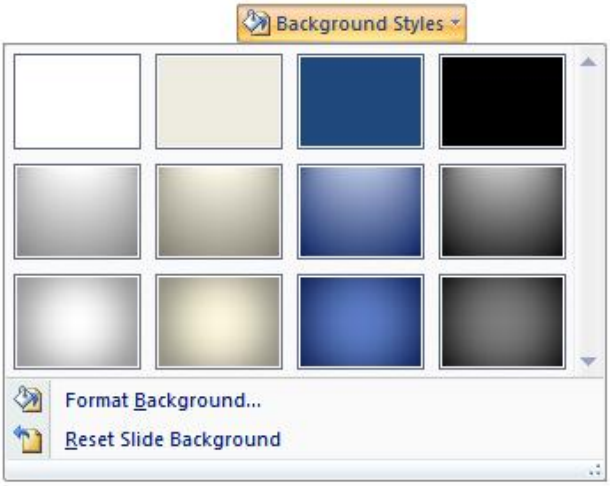
- Select **66%**
- Click **OK**

The Zoom dialog box can also be displayed by selecting the **Zoom** command on the **View** tab.

BACKGROUND COLOURS

Try adding a colour and shading to the background of the slides to see how they would look with more colour.

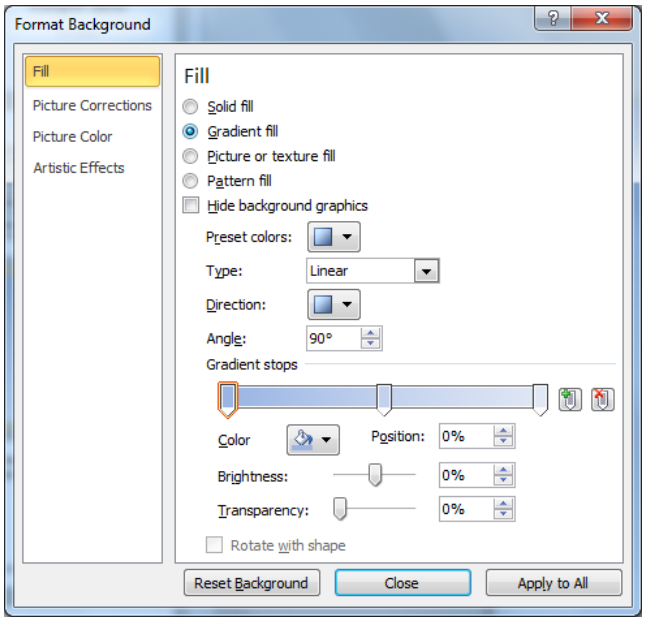
- In Normal View choose the **Design** tab
- Click **Background Styles** in the **Background** group



- Move the mouse pointer over the Background Styles palette to see the effect on the selected slide

If none of the available options are suitable, to format your own:

- Click **Format Background…**
- Move the dialog box to the side so that you can see the slide underneath
- Select **Gradient fill**



The dialog box expands to give more options.

- Click the arrow next to the **Type** box and select **Radial** to see the effect

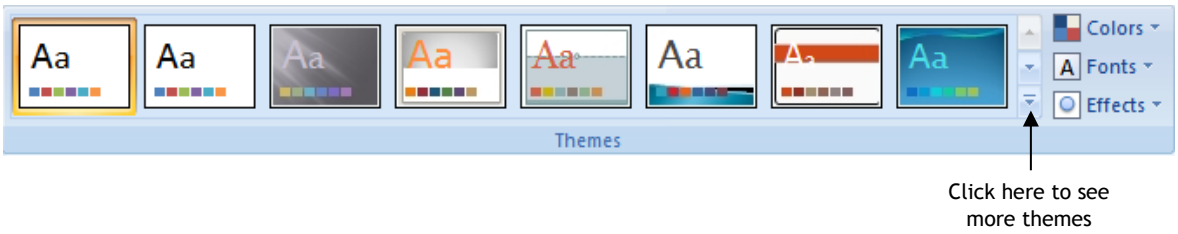
- Try some of the other options to see the effects in the preview

To undo all of the background changes that you experimented with:

- Before closing this dialog box click **Reset Background**
- Click **Close**

SLIDE DESIGNS

In the centre of the Design tab is the Themes group. These are 'built-in' designs that enable you to format all of the slides in your presentation instantly.



- Move the mouse pointer over the themes to see an example on the selected slide
- Select one of the themes to apply to your presentation

Be aware that some of the themes will resize the pictures and text on your slides. Check headings to ensure they have not been split over two lines.

COLOUR SCHEMES

A colour scheme is a set of eight co-ordinated colours that are used in the design of the slide.

- Click the **Colors** button in the **Themes** group to see a selection of colour palettes that you could choose to apply to your chosen theme
- Move the mouse pointer over the palettes to see a preview of the colour change
- Click on the selected slide (away from the Built-In colour list) to hide the list of options

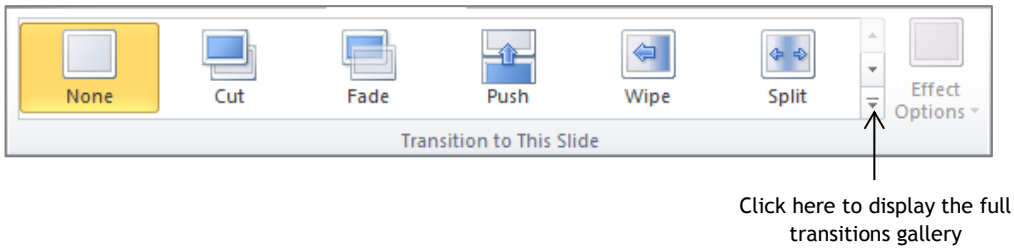
- Select the first slide in the presentation
- Using the Slide Show button at the bottom of the screen, view the presentation

ANIMATIONS

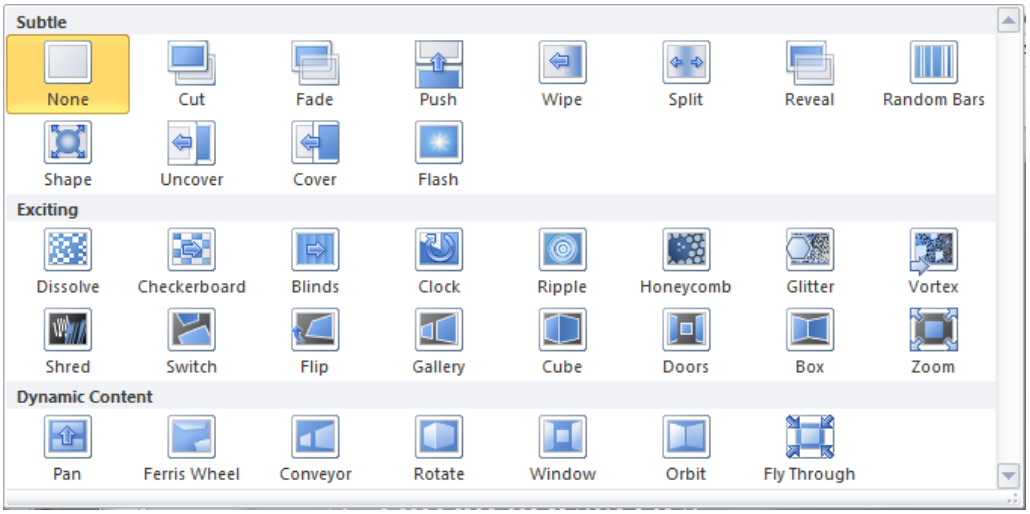
SLIDE TRANSITIONS

A slide transition is a special effect used to introduce a slide during a slide show. For example, a slide can fade on to the screen, can appear from a corner or you can choose to have the slides appear with a random effect. You can select the transitions you want from a comprehensive list, and vary the speed of each.

- Use the PowerPoint Help search box to find links to articles and tutorials on **slide transitions**
- From the search results list, select the link **Add transitions to a PowerPoint Presentation** and view the short video
- Select Slide 2
- Select the **Transitions** tab
- In the **Transition to This Slide** group, click on one of the options in the gallery to see the effect on the slide
- Click the More button to display the full transitions gallery



The following options are displayed.



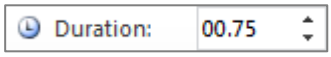
- Select the **Dissolve** transition

Transition Duration

You can specify the length of time in seconds that the transition will take as the slide appears on the screen.

To change the transition duration:

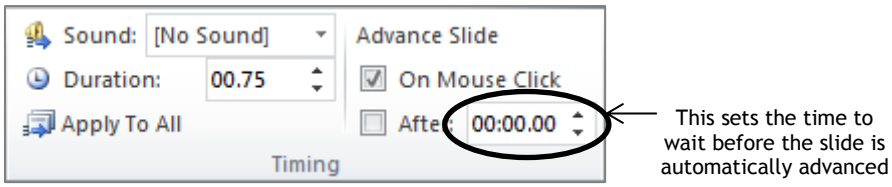
- Click into the duration value and type a new value, or use the arrows next to the value



Advancing the slide automatically

Earlier in the exercise you ran the presentation and advanced the slides by either clicking the mouse, pressing Enter or using the arrow keys. In the Advance Slide section of the Timing group you can set the slide to advance automatically after a set time.

This option is useful if the presentation has been created to run on its own, for example at an open day or exhibition. Use it carefully if you are presenting the information as, if you are interrupted, the presentation may continue before you are ready.



- Set the slide to advance automatically after **10 seconds** (00:10.00)

You can use different transitions for each slide but to keep the presentation in a uniform style:

- Click **Apply to All**
- Run the presentation to test the timing

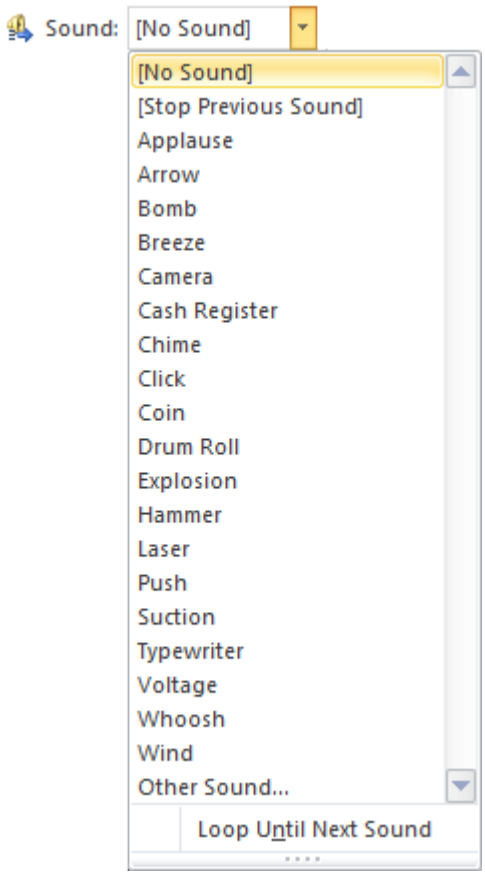
To ensure that the automatic timing is not used:

- Ensure that only the **On Mouse Click** check box is selected in the **Advance Slide** section
- Click **Apply to All**

Using Sound

As well as using a special effect when the slide is displayed you can add a sound. The default is no sound.

- Select slide **2**
- To see what sounds are available, click the down arrow to the right of Sound [No Sound]



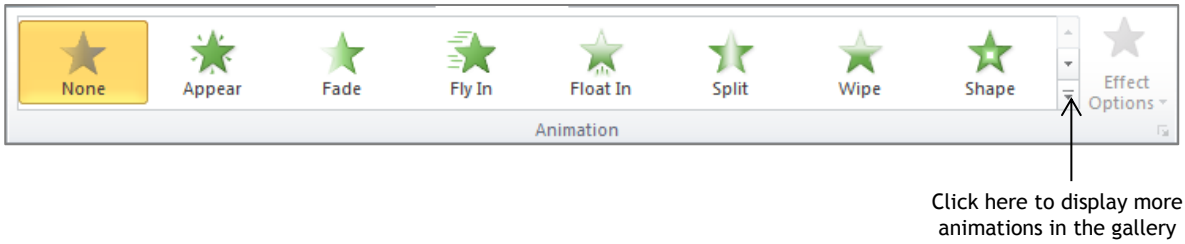
- Choose one of the sounds from the list and it will be added to the slide
- Select the slide containing the picture of the **tiger**
- Add a sound but this time choose **Other Sound…** from the list
- Select **TigerGrowl** from the list of sound files in the PowerPoint folder on drive C
- Run the presentation from the previous slide to hear the effect

ANIMATING SLIDE CONTENT

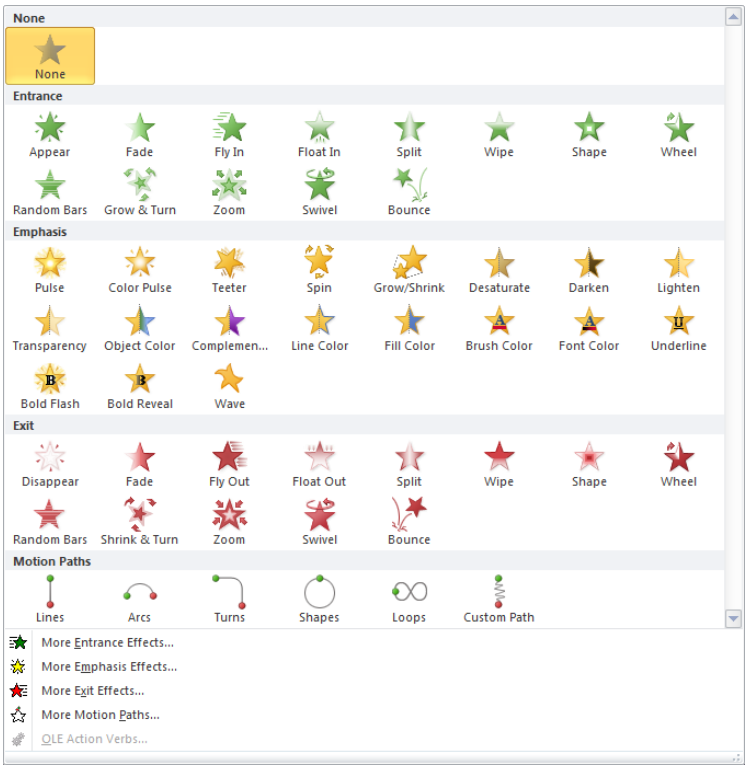
In addition to using a transition when the slide is displayed you can animate text, graphics and other objects on your slides so you can focus on important points, control the flow of information, and add interest to your presentation.

You can have each main bullet point appear progressively one after the other, or they can all appear at the same time.

- Select **slide 1**
- Position the insertion point in the slide title – Endangered Species
- Select the **Animations** tab
- in the **Animation** group, hover the mouse pointer over some of the animations in the gallery to see the effect on the title text
- Click the More button to display a larger list of animations in the gallery



The following set of animations is displayed:

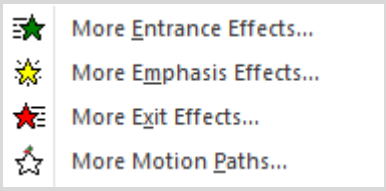


The animations in the gallery are grouped under the categories: Entrance, Emphasis, Exit, and Motion Paths.

Entrance animations are suitable for animating the way that content is introduced on to the slide.

- From the **Entrance** category, select **Zoom**

The gallery does not display all of the available animations. If you do not see the animation that you are looking for, or if you want to see all the available animations in a particular category, click on one of the More Effects options at the bottom of the gallery.



The effect is previewed and the slide title is numbered 1 – the first animation on the slide.

- Add the **Float In** Entrance effect to your name
- Select slide 2 and add an Entrance effect to the slide title
- Run the slide show starting with slide 1

You will need to click the mouse button or press the right arrow key to action each animation.

Notice on slide 2 that because the main text on the slide are not animated, they appear on the screen before the title of the slide.

- Continue the slide show to the third slide and press **Esc** to stop the show

Animating images

Animation effects can be set on any type of slide content. You will use slide 3 to add an effect to an image.

- Select the image of the bat on **slide 3**
- Select an Entrance effect from the Animation gallery

A preview of the effect is shown on the slide

Animating a bulleted list

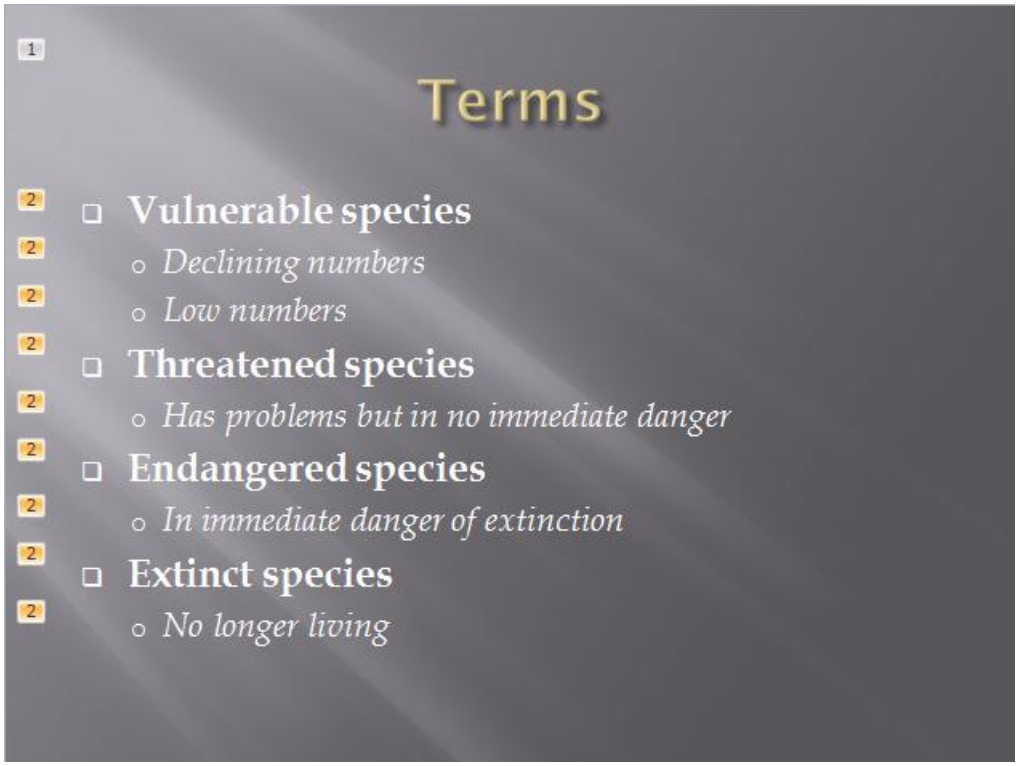
You can add an effect to a bulleted list as a group or as individual bullet points. How the list is animated depends on what selection is made before the animation effect is added.

- Select **slide 2**

To apply an effect to all the bulleted text as one group:

- Select all the bulleted text on the slide
- Select an Entrance effect from the Animation gallery

Each bullet point is numbered 2 – indicating that this is the second effect on the slide, and that all the bullet points will be animated together, after the title.



- Run the slide show starting at slide 2 to verify that all bullet points are introduced on to the screen at the same time

- Continue the slide show to see the image animated on the next slide then press **Esc** to stop the show

- Click the **Undo** button on the **Quick Access Toolbar** to remove the animation effect on the bullet points

The default behaviour in PowerPoint is to animate main bullet points individually. If a main point has sub-points then these sub-points will be animated with the main point as one group.

To achieve this effect you do not select any of the bulleted text but simply select the placeholder.

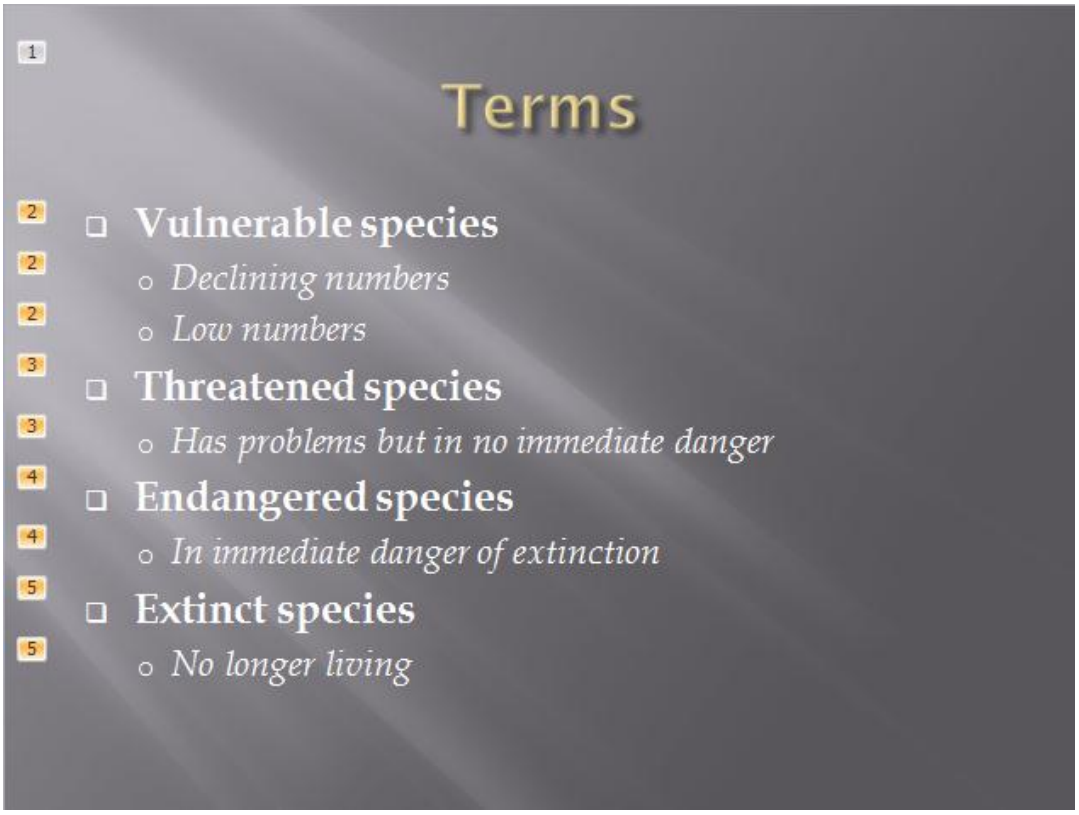
- Ensure that slide 2 is selected

<u>To add the main bullet points individually:</u>

- Click into the bulleted list to select the placeholder

- Select an Entrance effect from the Animation gallery

Each of the main bullet points is given a different number from 2 to 5, indicating that there are 5 different animation effects on the slide and showing the order in which they will be executed.



- Run the slide show starting at slide 2 to see how the bullet points are introduced on to the slide
- Continue the slide show to the next slide then stop the show

- Select **Slide 7**
- Add the **Float In** Entrance effect to the bulleted text so that each bullet point will be animated separately

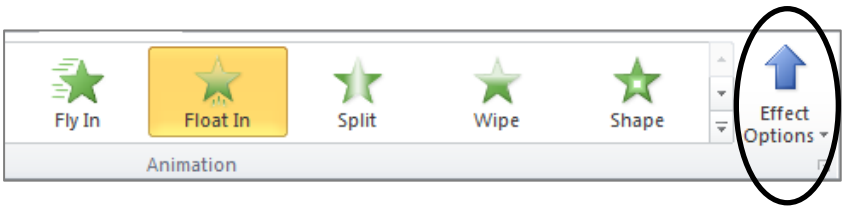
The bullet points should now be numbered 1 to 5.

Fine tuning animations

When animation effects are added to content on a slide, it is possible to edit and fine tune the animations in a variety of different ways.

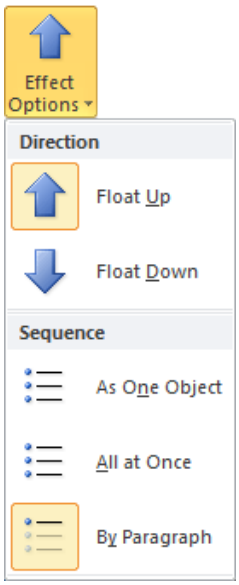
Effect Options

Some animation effects have options associated with them that can be accessed using the Effect Options button in the Animation group of commands.



- Ensure that the cursor is within the bulleted list on slide 7 and that no text is selected
- Click the **Effect Options** button

The following is displayed:



You can therefore use these options to change the direction in which the text will move as it floats on to the page, and also change whether the bullet points are animated all at once or one at a time.

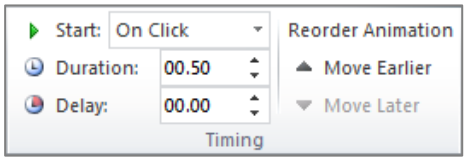
- Select different options to see how it affects the text

With the text placeholder on slide 7 still selected,

- Select the **Fly In** animation
- Use the **Effect Options** button to change the direction of the animation and ensure that **By Paragraph** is selected as the Sequence
- Finally, add the **Split** animation effect to the title of slide 7 and select the **Vertical Out** direction from the Effect Options list

Timing

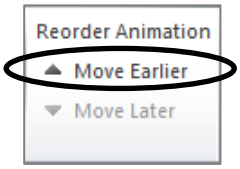
By default, when animation effects are added to a slide, the animations will be performed in the order in which they were added to the slide. Also the slide show pauses at each animation for you to manually indicate when the next effect should be shown on the screen. Both of these can be altered using the commands in the Timing group on the Animations tab.



The last animation effect that you added to slide 7 was added to the title and therefore this is numbered 6 and will be the last thing to appear on the slide when the show is presented. This needs to be changed so that the title will appear on the slide before the bulleted text.

To set the effect on the title to be the first animation on the slide:

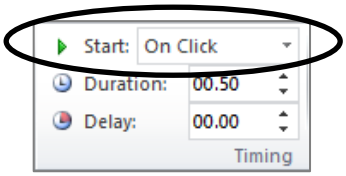
- Click into the title placeholder to select it
- In the **Reorder Animation** section of the **Timing** group, click the **Move Earlier** command



The title placeholder is now numbered 1, indicating that it will be the first effect to be added to the slide when the show is presented.

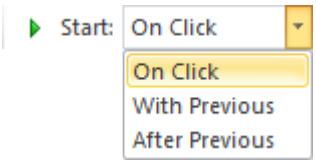
If you run slide 7 as a slide show you would observe that initially the slide is blank and you need to click the mouse button for the title to be displayed.

This is controlled by the **Start** setting in the **Timing** group. The default value is **On Click**.



To set the animated title to appear automatically on the screen as soon as the slide is shown:

- Ensure that the title placeholder is still selected
- Click the down arrow in the **Start** setting



- Select **With Previous**

The title placeholder is now numbered **0**, indicating that this animation will be performed as soon as the slide is displayed.

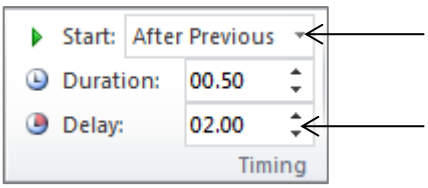
It is also possible to set an animation to be performed automatically after a specific period of time.

To set each bullet point to be displayed automatically, 2 seconds after the previous animation:

- Click in the bulleted list to select the placeholder

In the **Timing** group on the **Animations** tab:

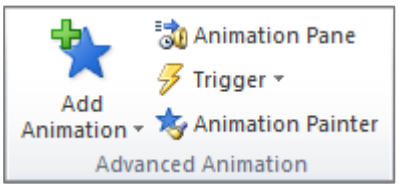
- Change the **Start** setting to **After Previous**
- Change the **Delay** value to **02.00**



- Run slide 7 as a slide show to check that all the animations on the slide are displayed automatically

THE ADVANCED ANIMATION GROUP

The Advanced Animation group of commands enables you to copy animations from one slide to another and add multiple effects to an object on a slide.



Copying animation effects

Once you have set an animation effect to some content on a slide, you can copy the effect to other content in your presentation using the Animation Painter.

To copy the effect set on the title on slide 7 to the title on slide 8:

- On slide 7, click on the title to select the placeholder
- Click **Animation Painter** in the **Advanced Animation** group on the **Animations** tab
- Select slide 8 and click on the title

The animation effect, including options and timings are copied across to the slide 8 title.

Adding multiple animations to an item

You will add two different animation effects to the bulleted list on slide 8.

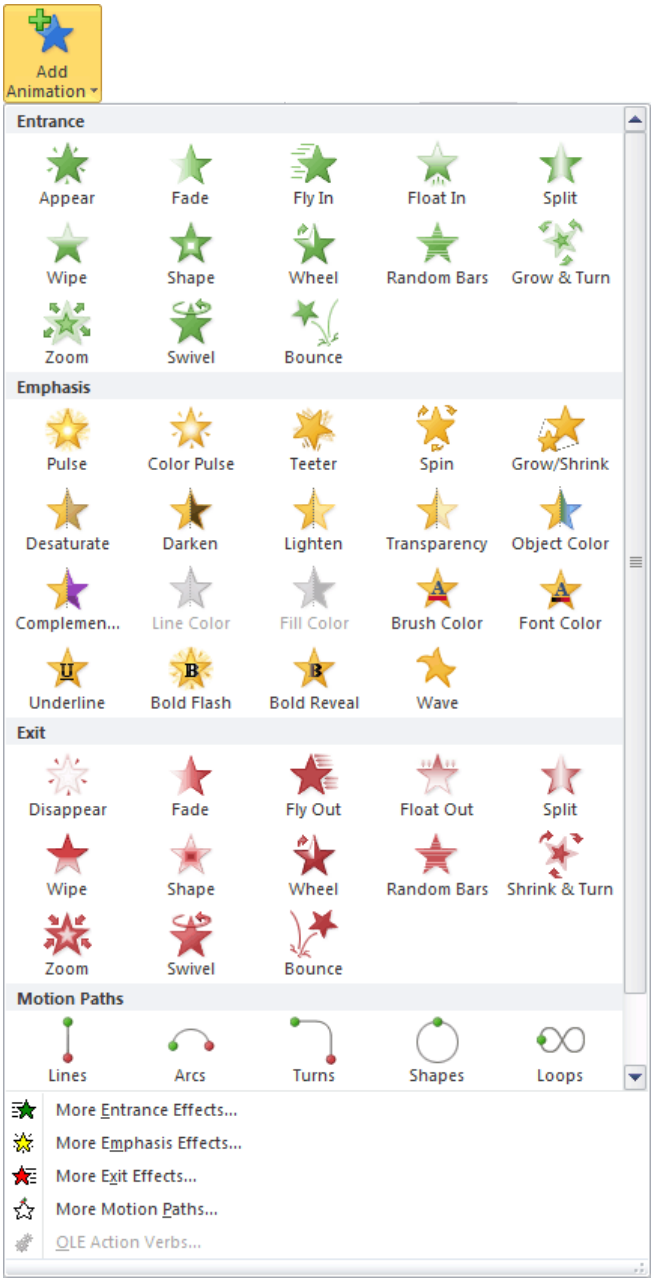
Using the methods described earlier, set the first animation effect as follows:

- Set the **Fly In** Entrance effect to the bulleted list so that the bullets will be displayed on the slide one at a time
- Set the effect to fly in **From Left**
- Change the **Duration** setting to **01.00** seconds

You will now add a second effect to the bulleted list to move them off the slide one at a time.

- Click into the bulleted list to select the placeholder
- Click **Add Animation** from the **Advanced Animation** group

The following is displayed:



- Select **Fly Out** from the **Exit** category of effects
- Use the **Effect Options** to set the effect to fly out **To Right**

Each of the bullet points now has two animation effects associated with it. The numbering of the effects indicates that the list will be displayed one line at a time and then removed from the slide one line at a time.

- Run slide 8 as a slide show to verify the order of the effects

We wish to change the order of the effects, so that the first line of text moves off the slide while the second line is moving on to the slide, and the second line moves off while the third line comes on, etc.

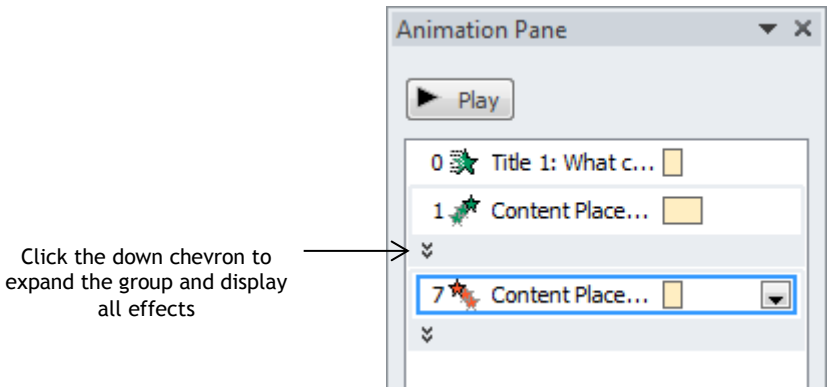
The two animation effects on the first bullet point are numbered **1** and **7**.

We therefore need effect number 7 to move up the order and become effect number 2.

The Animation Pane enables you to accomplish this task.

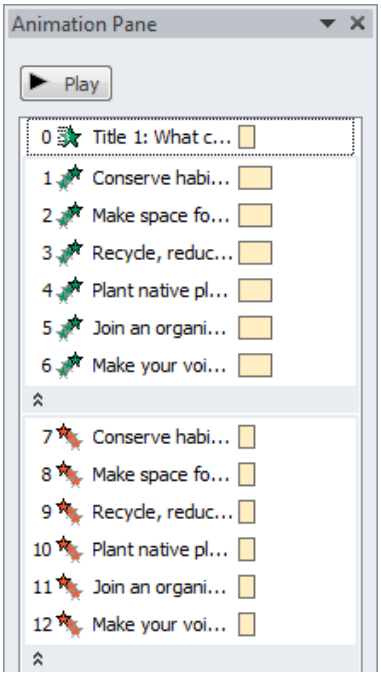
- Click **Animation Pane** from the **Advanced Animation** group of commands

The Animation Pane is displayed on the right of the window.


Animation Pane
Play
0 Title 1: What c...
1 Content Place...
7 Content Place...
Click the down chevron to expand the group and display all effects

- If any down chevrons are present, click them to display all the individual animation effects

All the animation effects on the slide are now displayed in the animation pane.

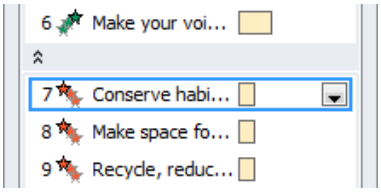


The animation pane shows that effect number 1 is an entrance effect on the text **Conserve habitat**, and effect number 7 is an exit effect on the same text.

To move the exit effect on the text **Conserve habitat** up the list:

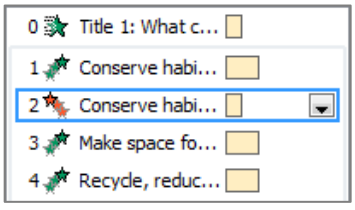
- Click on effect 7 to select it

This should now be the only effect with a blue border.

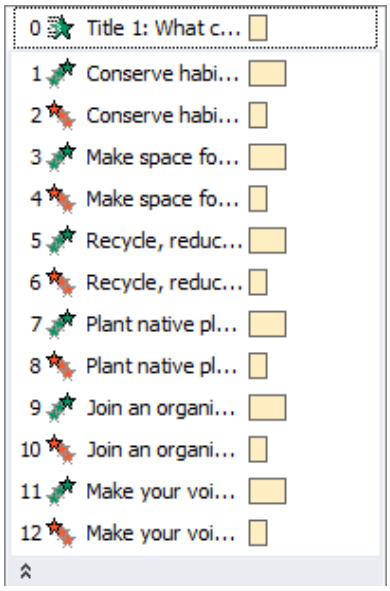


The Re-Order arrows at the bottom of the Animation Pane are used to re-order the selected effect within the list.

- Click the Re-Order up arrow repeatedly until the Conserve habitat exit effect is just below the Conserve habitat entrance effect



- Move the other exit effects to achieve the following order:



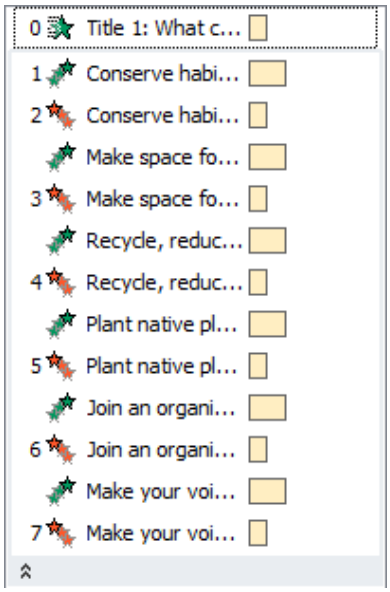
We want the second bullet point to come on as the first bullet point moves off. In other words, we want effect 2 and effect 3 to occur together.

- Select effect **3**

- Change the **Start** value in the **Timing** group to **With Previous**

- Repeat the process for the other bullet points so that each one moves on to the slide as the previous one moves off

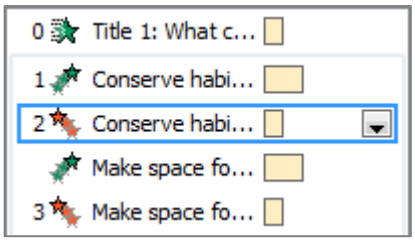
The animation pane now displays the following:



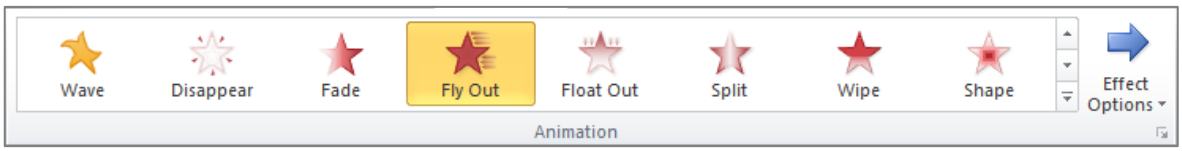
- Run slide 8 as a slide show to see the effect

Instead of moving each line of text off the slide with an exit effect, you can use an emphasis effect to change the look of the preceding text as the next point comes on to the slide, thus keeping the text on the screen but causing the current point to stand out in some way.

- Select effect 2 in the Animation Pane

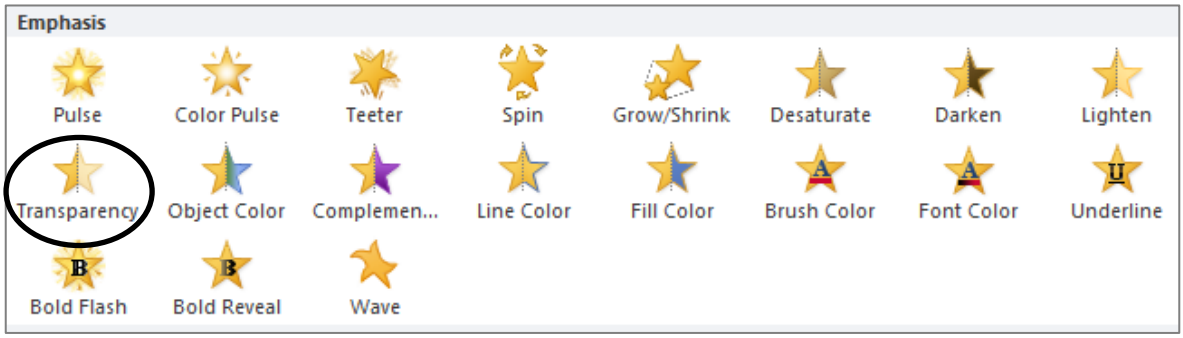


This was set as the Fly Out effect, so **Fly Out** is highlighted in the Animation group.



- Click the **More** button to display more effects (see page 40)

- Select **Transparency** from the **Emphasis** category



This makes the text semi-transparent so the effect causes it to fade slightly.

- Change the other 5 exit effects to **Transparency**

Multiple animations can be selected in the Animations Pane by using the Ctrl key when making the second and subsequent selections.

You can then change the effect on the selected animations all at once.

- Run slide 8 as a slide show to see the effect

- Close the Animation Pane

- Save the presentation

PRESENTING THE SLIDE SHOW

You have already seen how to use the Slide Show command to start a slide show and then use the mouse or keyboard to advance through the slides and any animations in an ordered sequence.

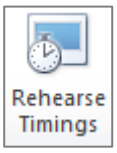
In this section you will learn how to setup a slide show to run automatically, look at ways in which you can control the order of the presentation in a flexible manner, and also take a look at some of the slide show options that can be configured.

ADDING TIMINGS TO SLIDES

If you intend to present the slide show yourself, you are likely to need to explain and discuss topics as they arise. In this case it is best to advance the slides manually.

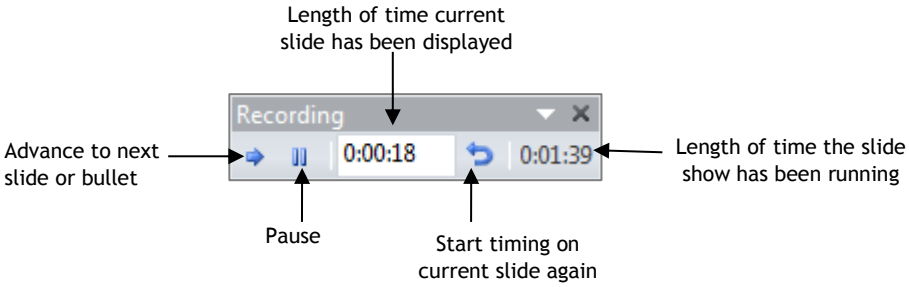
You can set the slide show to run automatically by either using the timing option to include a time on the slide transitions (see page 38) or you can use the rehearsal feature to record the timings.

- Choose the **Slide Show** tab
- Click the **Rehearse Timings** button



The first slide of the show is displayed, together with a Recording timer.

The window at the centre of the Recording timer shows the length of time the current slide has been displayed.


Length of time current slide has been displayed
Recording
Advance to next slide or bullet
0:00:18
0:01:39
Length of time the slide show has been running
Pause
Start timing on current slide again

When you feel that it is time to proceed to the next bullet point or slide, either:

- Click the left mouse button to advance (or use the keys mentioned earlier)

or

- Use the Advance arrow on the Recording timer

The time to the right of the timer shows the total time the slide show has been running.

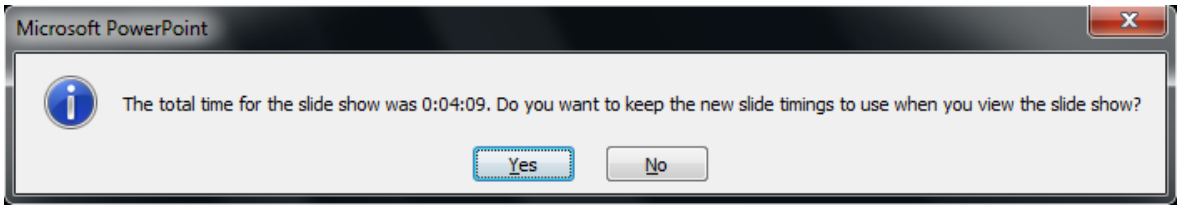
To pause the presentation:

- Click the **Pause** button

If necessary, repeat the timing of the current slide by clicking the **Repeat** button.

- Continue through the slide show adding timings to each slide

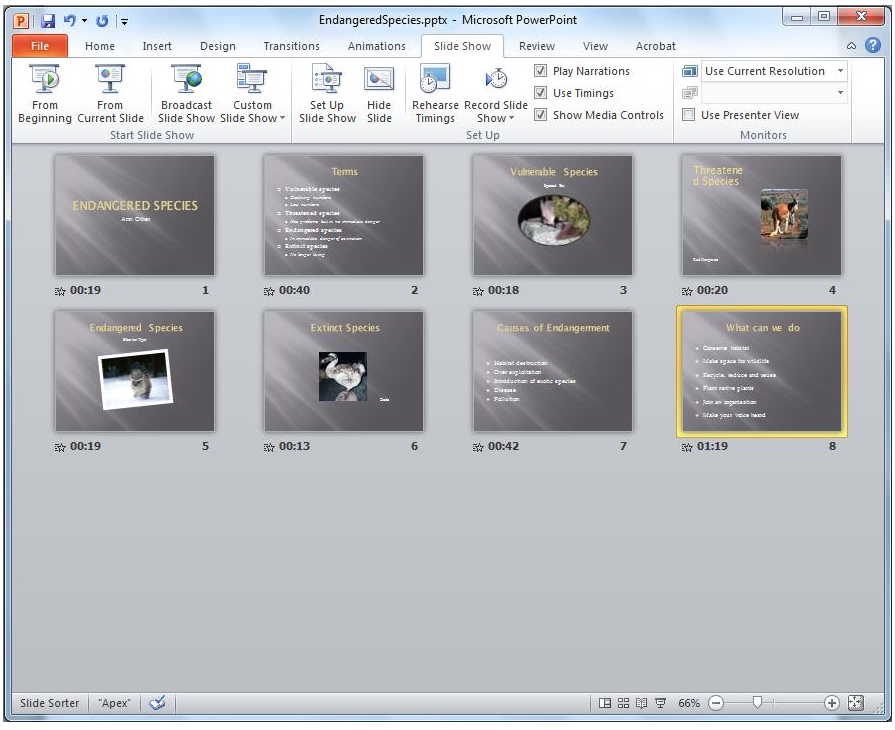
At the end of the slide show, you will be asked if you would like to record the timings to be used when viewing it.


Microsoft PowerPoint
The total time for the slide show was 0:04:09. Do you want to keep the new slide timings to use when you view the slide show?
Yes
No

- Click **Yes**

(If you click No, the timings will be deleted and you will need to repeat the process.)

Look at the slides in Slide Sorter View and you will see that the timings are displayed beneath them.



If necessary, the timings can be changed at a later date by repeating the process.

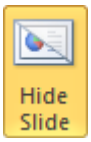
HIDING SLIDES

When a slide is hidden it remains available, but will not ordinarily be displayed in the presentation.

So for example, if your presentation is required to last for a specified length of time, you can hide a slide which, if time allows, you can use to expand a point, or if time is short, you can ignore it.

To hide slide 2:

- Select slide 2
- Ensure that the **Slide Show** tab is selected
- Click the **Hide Slide** button in the **Set Up** group



The slide number is displayed crossed through.

- Run the slide show from the beginning to see the effect

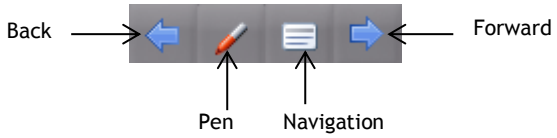
You are now going to run the slide show again, but this time you will display the hidden slide.

This will be easier if you set the slide show to advance manually rather than automatically.

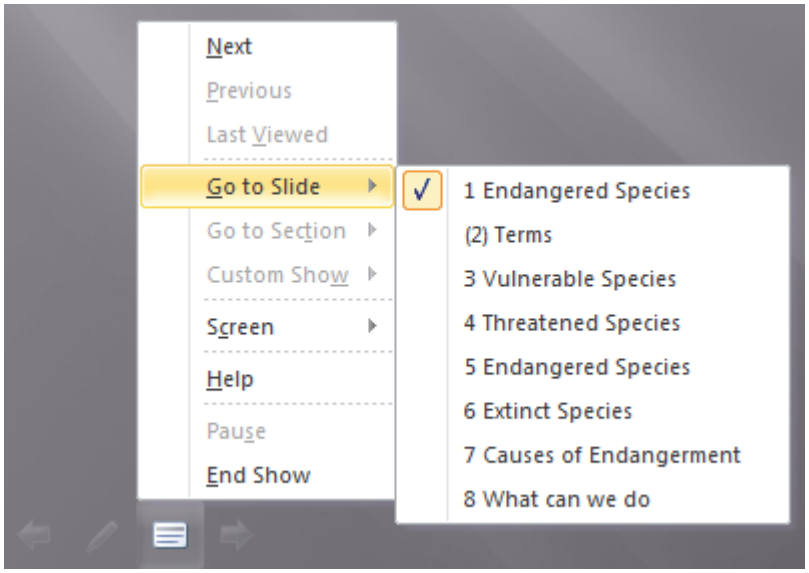
- Remove the check mark from the **Use Timings** option in the **Set Up** group

- Start the slide show again from slide 1
- Display the presentation title and your name
- Move the mouse pointer over the lower left corner of the slide and four buttons are displayed (faintly)
- Move the mouse pointer over each button in turn to highlight it and see it more clearly

When displayed clearly the buttons look like this:



➢ Click the **Navigation** button



➢ Choose **Go to Slide**

In the list of slides, the slide number will be shown in brackets for any hidden slide.

➢ Select **(2) Terms**

The second slide is displayed.

➢ Press **Esc** to stop the presentation

To unhide slide 2:

➢ Select slide 2

➢ Click **Hide Slide** on the **Slide Show** tab

Alternatively

- Right click on the slide 2 thumbnail
- Choose **Hide Slide**

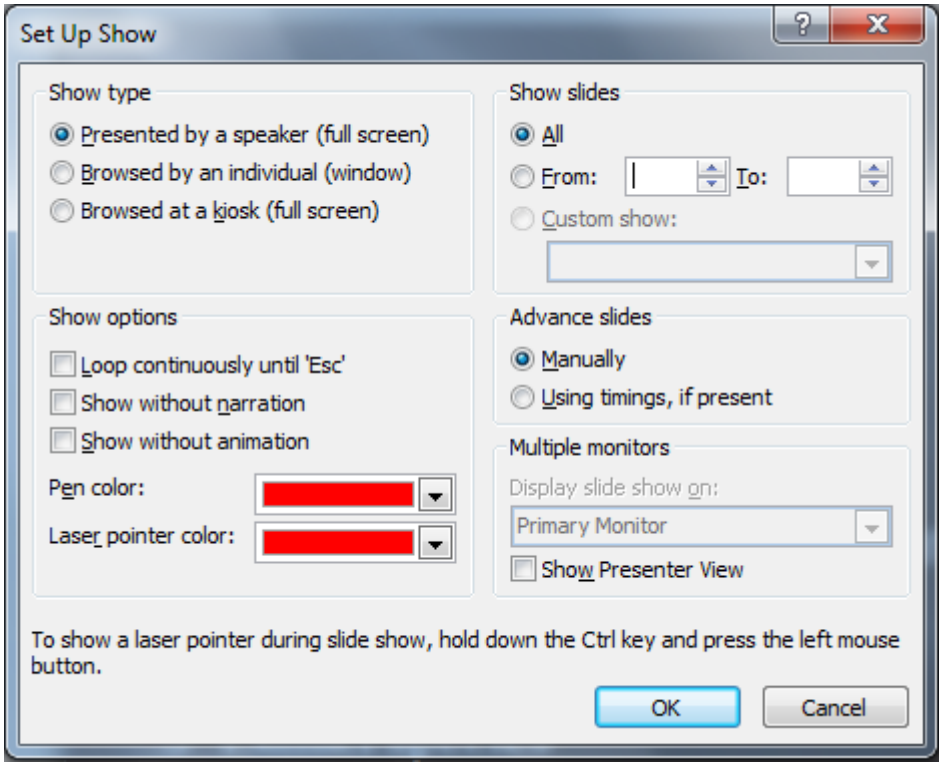
SLIDE SHOW OPTIONS

You saw in the previous section that you can disable the timings set without deleting them, giving you the option to quickly and easily enable them again at a later time.

You will now look at some other options that will enable you to further configure how your presentation behaves when you run the slide show.

- Ensure the **Slide Show** tab is selected
- Click the **Set Up Slide Show** button

The Set Up Show dialog box is displayed.



The **Show type** options are:

- Presented by a speaker – a traditional full screen slide show. You can advance the slides manually, or set automatic timings.
- Browsed by an individual – runs the slide show in a standard window with custom menus and commands enabling an individual to browse your presentation.
- Browsed at a kiosk – runs the slide show full screen as a self-running show that restarts after 5 minutes of inactivity. The audience can advance the slides but cannot modify the presentation.

- Ensure that **Presented by a speaker** is selected

You use the **Show slides** section to specify which slides you want to include.

- Ensure that **All** is selected

In the **Advance slides** section you can choose to run the slide show using the timings you have set up, or manually. If you choose the latter, you advance them by clicking the mouse.

- Select **Using timings, if present**

The **Show options** are:

  - Loop continuously until 'Esc' – the slide show plays continuously in a loop until the Esc (Escape) button on the keyboard is pressed to end the show.
  - Show without narration – runs the show without the recorded narration being played back. (Check the on-line help for more information on adding narration to your presentation.)
  - Show without animation – plays the slide show without any of the animations and slide transitions that were added.

- Ensure that **Loop continuously until 'Esc'** is selected
- Click **OK**
- Select slide 1
- Click the **Slide Show** button

The presentation is displayed, starting from the selected slide, using the timings that you recorded.

- When you have viewed the presentation and are satisfied that it is running correctly in a continuous loop, press **Esc** to exit the show

ACTION BUTTONS

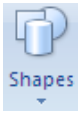
An action button is a ready-made button that you can insert into your presentation and assign an action to.

For example, you could use it to jump to another slide, to a URL, a Word document, or another presentation.

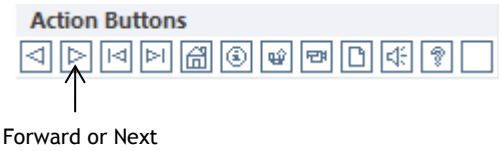
The button can have two actions associated with it, one started by the mouse moving over the button (mouse over), and the other when the mouse button is clicked (mouse click).

If you are using the button as a link to something else, we suggest that you use Mouse Click rather than Mouse Over.

- Ensure you are in **Normal** view
- Select slide 2
- Select the placeholder holding the bullet points
- Choose the **Insert** tab
- Click the **Shapes** button in the **Illustrations** group

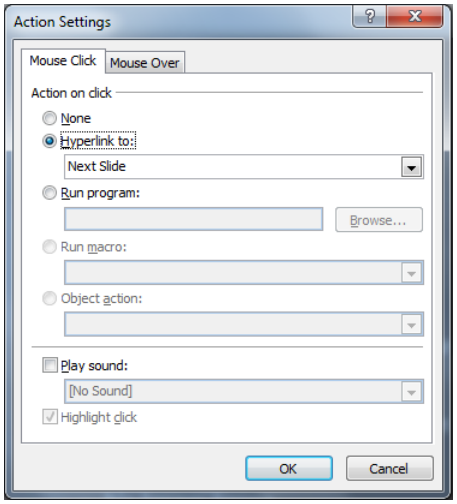


- Scroll to the bottom of the list to see the Action Buttons
- Choose the **Action Button: Forward or Next**



- Move the mouse pointer (now shaped like a +) on to the slide
- Click the mouse on a blank area on the slide to produce a button

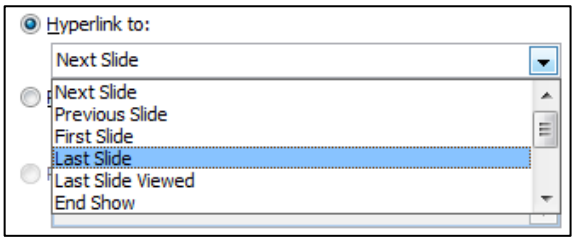
The Action Settings dialog box is displayed, giving you the opportunity to specify what the button is to be linked to.



Notice that you need to choose the relevant tab depending on whether you want to use **Mouse Click** or **Mouse Over** to initiate the hyperlink.

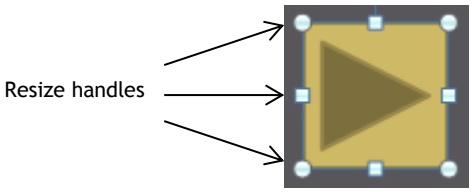
- Ensure that the **Mouse Click** tab is on top
- Click the 'Hyperlink to:' radio button
- Click on the down arrow at the side of the box

- Choose **Last Slide**

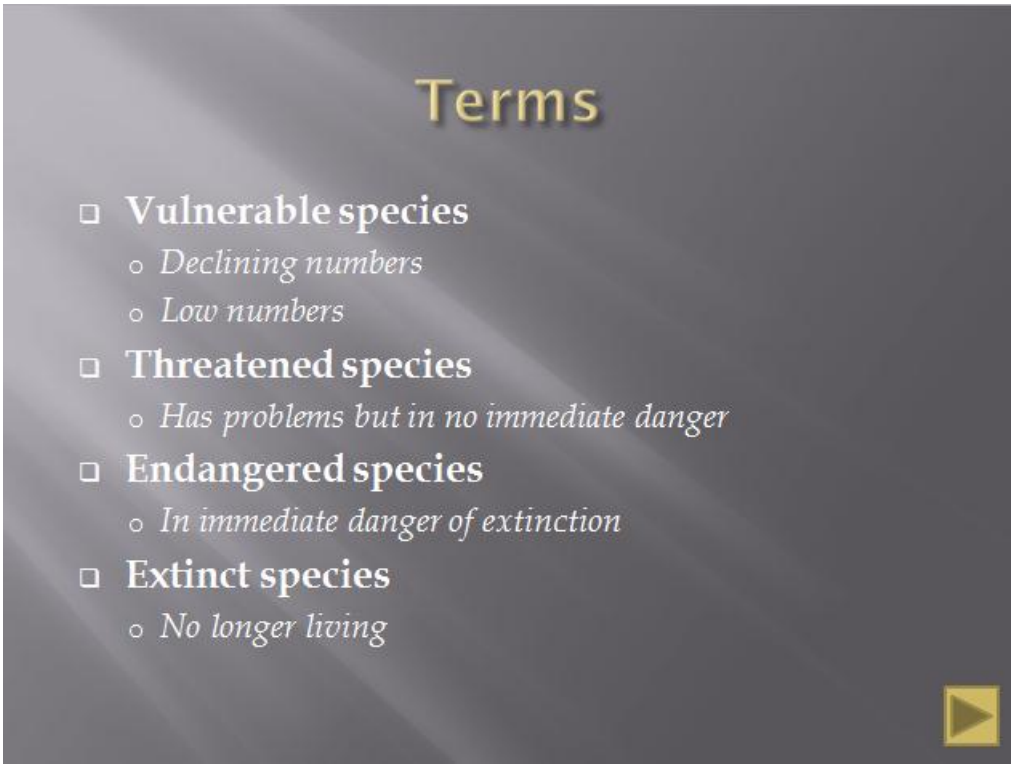


- Click **OK**

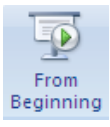
When the button is selected, resize handles are shown on each edge and corner.



- Drag one of the corner resize handles to make the button smaller
- Drag the button to the bottom right corner of the slide



- Use the **Slide Show** tab to run the slide show from the beginning



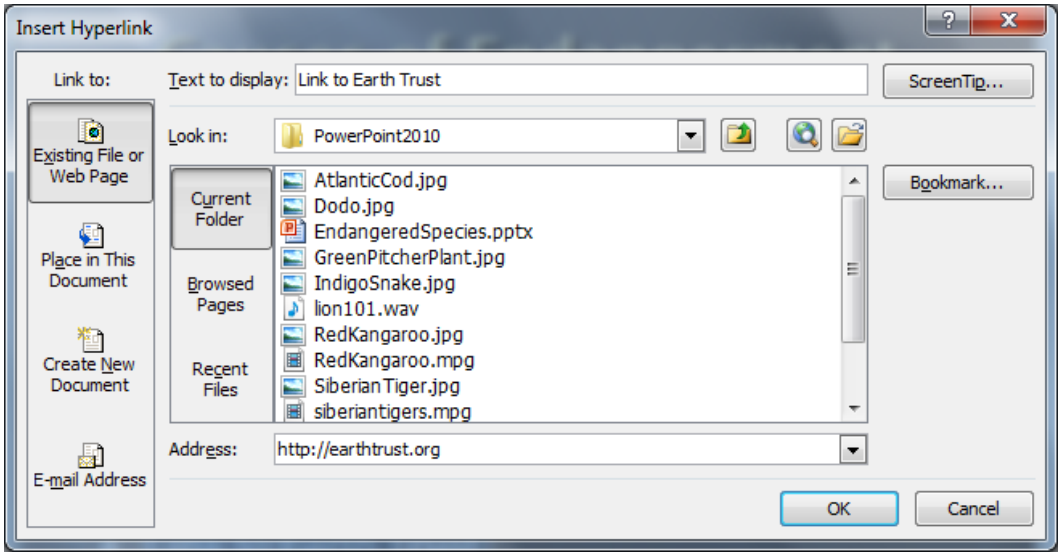
- When Slide 2 is displayed, click the action button to check that it works
- Stop the presentation

HYPERLINKS

As an alternative to Action Buttons you can include hyperlinks to move quickly to other slides, the Internet, or to a document stored on your computer.
You are going to create a hyperlink to the Internet from Slide 7.

- In **Normal** view select slide 7
- At the bottom of the bulleted list type the text **Link to Earth Trust** to use as a prompt for a hyperlink
- Select the text that you have just typed (Link to Earth Trust)
- Click the **Hyperlink** button in the **Links** group on the **Insert** tab

The Insert Hyperlink dialog box is displayed.



- In the **Address** window type http://earthtrust.org

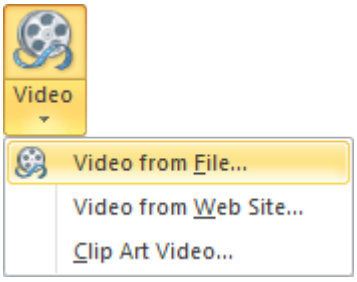
The Insert Hyperlink dialog box also enables you to create a screen tip to act as a prompt if you so wish.

- Click **OK**
- Run the slide show starting at slide 7 and test the hyperlink
- Close Internet Explorer
- Stop the slide show

ADDING A MOVIE TO A SLIDE

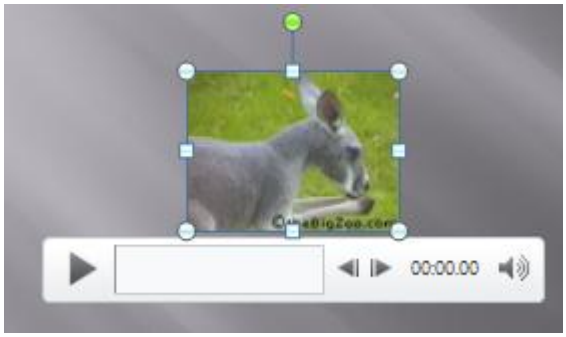
Depending on the subject matter of your presentation, adding a short video clip could enhance its impact.

- Ensure that you are in **Normal** view
- Choose slide 4
- Select the **Insert** tab
- Click the down arrow on the **Video** command in the **Media** group
- Select **Video from File**



- Choose **RedKangaroo** from the **PowerPoint2010** folder on drive C
- Click **Insert**

The following is inserted on the slide.

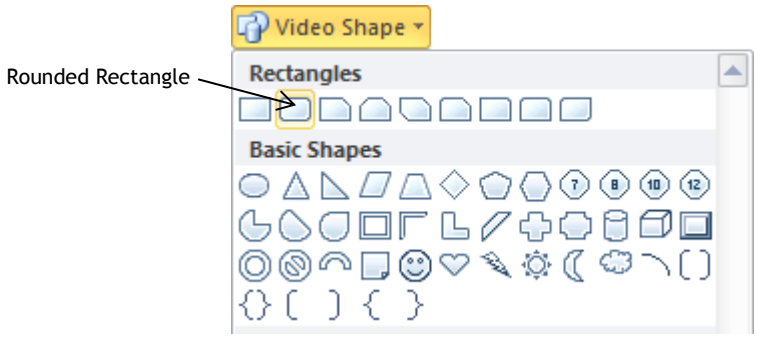


- Rearrange the picture and the movie on the slide so that they are side by side

Observe that two Video Tools tabs are displayed on the ribbon. Tools on these tabs enable you to configure how the video is displayed on the screen and whether or not it starts automatically.

- Click **Video Shape** from the **Video Styles** group of commands on the **Format** Video Tools tab

- Select the **Rounded Rectangle** shape



- Select the **Playback** tab

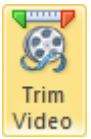
By default the video is configured to start when it is clicked with the mouse. To start the video automatically:

- Click the **Start** down arrow in the **Video Options** group and select **Automatically**
- Also in the **Video Options** group, click the **Hide While Not Playing** check box
- Save the presentation
- View the slide using the **Slide Show** button
- Press **Esc** to stop the show

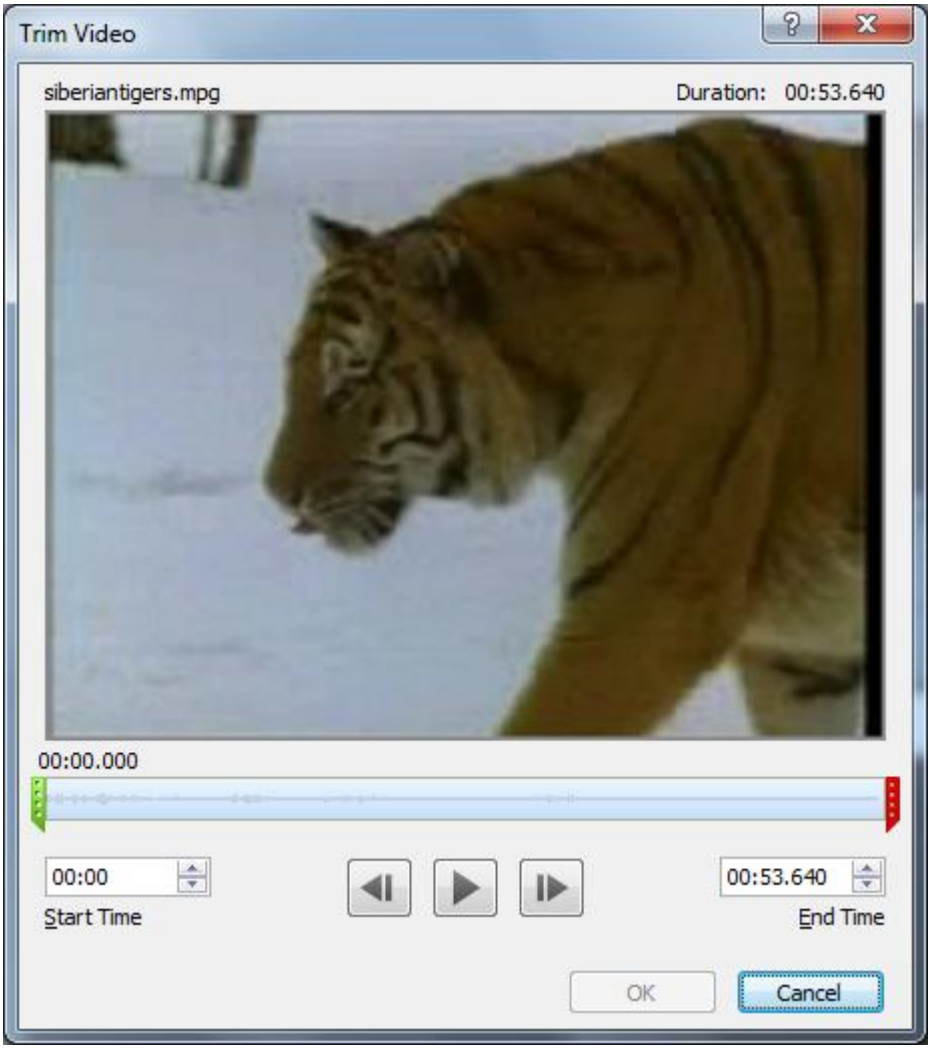
- Insert the video named **siberiantigers** into slide **5**
- Start the video **Automatically** as the slide appears on the screen
- Rearrange the video and the image so that they fit on to the slide
- Configure the video to **Play Full Screen**
- Run the presentation to check that the video works

The video is longer than we want it to be so you will use the video editing feature in PowerPoint to trim it down.

- Ensure that the video on slide 5 is selected
- Select **Video Trim** from the **Editing** group on the **Playback** tab

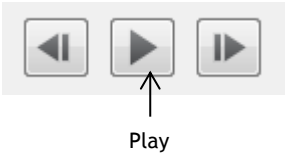


The Trim Video window is displayed.



The top right corner of the window shows the current duration to be 53.640 seconds. You will reduce the length of the video to less than 15 seconds.

- Click the Play button to start the video

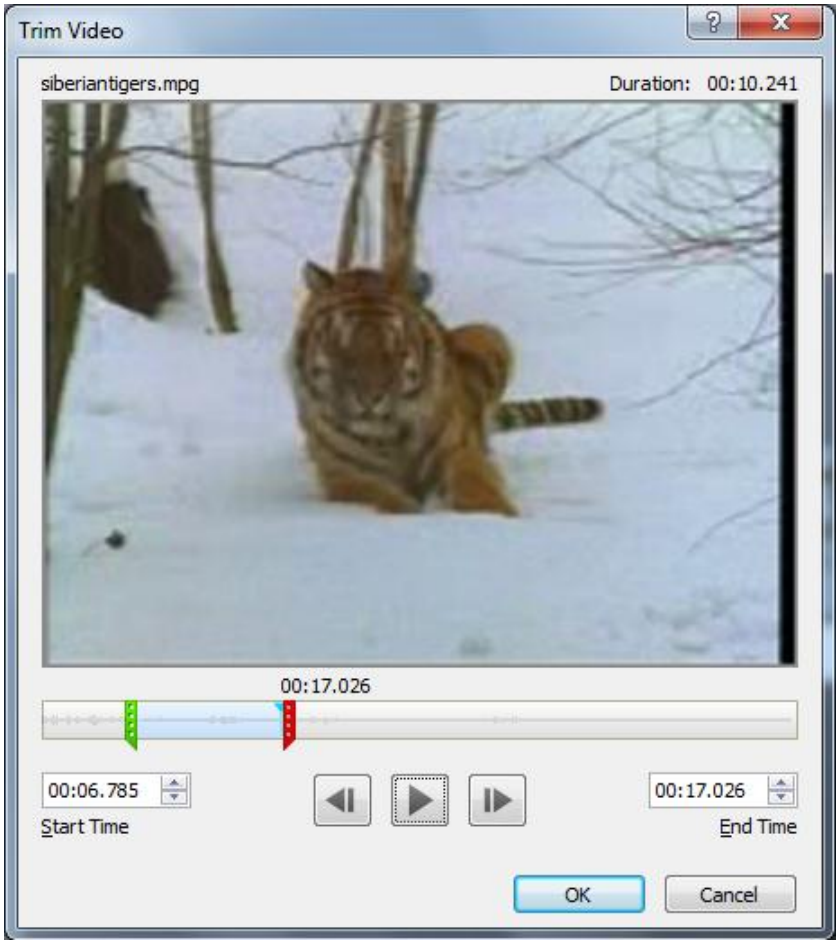


As the video plays, a bar moves across the timeline showing how far into the video you are currently. This enables you to note the time where you want the video to start playing and where you want it to end. The Pause button enables you to stop the video at any time.

I have chosen to start the video at 00:06.785 and end at 00:17.026

- Click into the **Start Time** value and change it to **00:06.785**
- Click into the **End Time** value and change it to **00:17.026**
- Click the **Play** button

This previews the section of the video that you have chosen to play and the duration is now shown as just over 10 seconds.



- Click **OK** to accept the edit and close the Trim Video window

This process does not delete any part of the file. It just enables you to choose to play only a portion of the video.

- Save the presentation
- Run the presentation to check that the video plays as you intended
- Stop the presentation at the end of the video

SMARTART

SmartArt enables you to display your text in a graphical and more interesting manner.

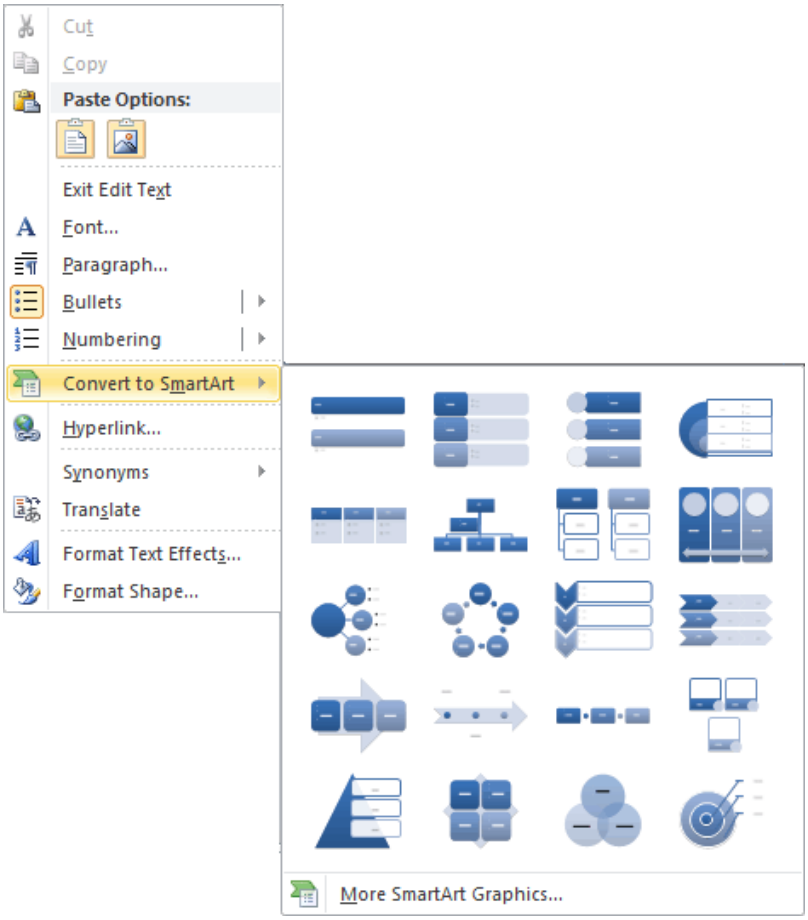
CONVERTING EXISTING TEXT TO SMARTART

- Select slide 2
- Delete the Action Button

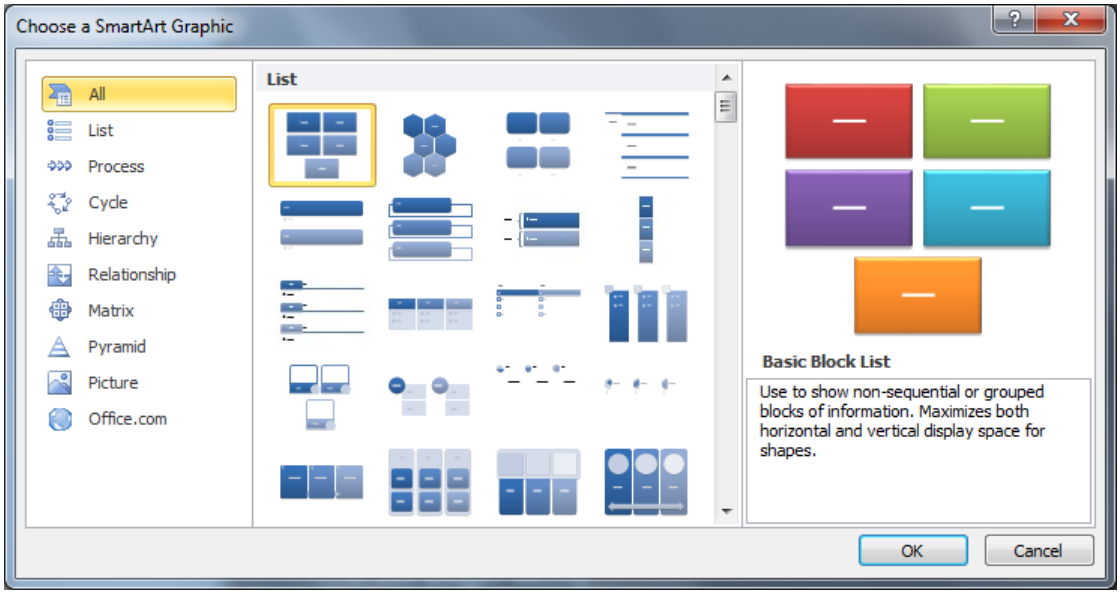
With the insertion point in the bulleted list:

- Click the right mouse button
- From the shortcut menu choose **Convert to SmartArt**

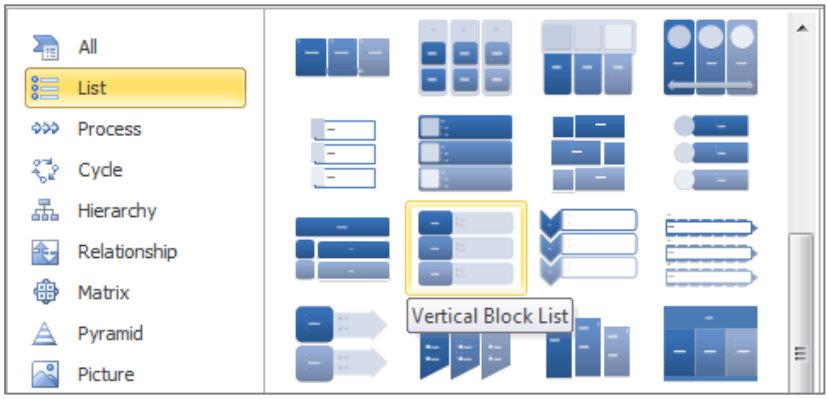
A list of options is displayed.



- Click **More SmartArt Graphics** at the bottom of the window

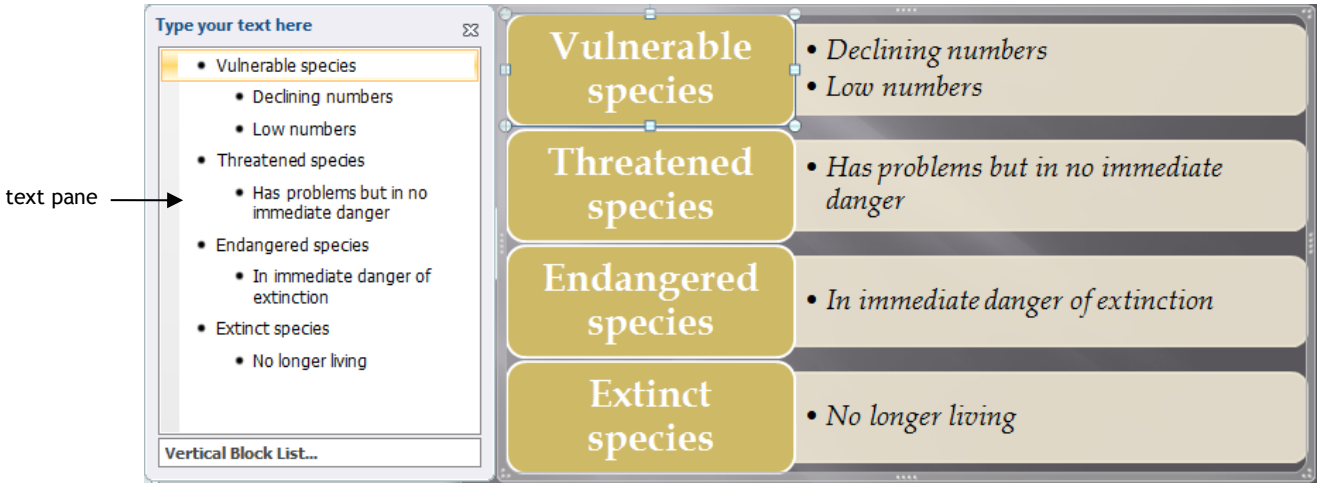


- Scroll down to see all the available options
- Select **List** from the categories on the left
- Scroll down and choose the **Vertical Block List** in the second column



- Click **OK**

The bulleted list is converted to the chosen smart art. A text pane is also displayed, providing a convenient method for editing the text on the smart art graphic.



Text can be entered or edited using the text pane or directly in the graphic.

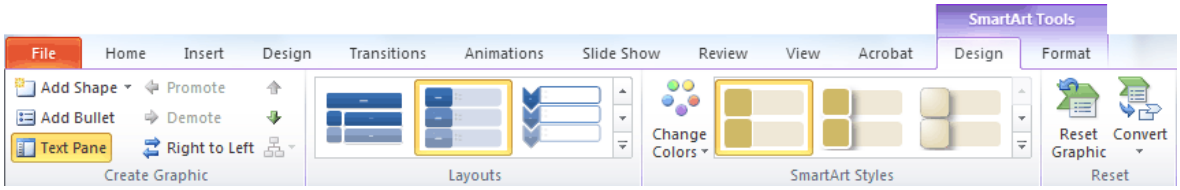
- Close the text pane by clicking the cross at the top right

The text pane can be opened by clicking the control at the centre of the left border.

Alternatively, click the **Text Pane** button on the ribbon.

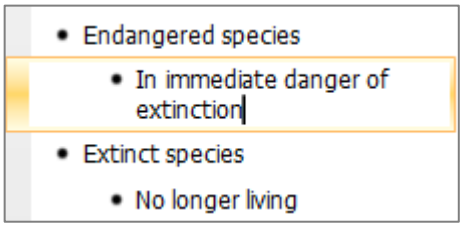
- Once the text pane is open, click away from the bulleted list and it is hidden
- Click on the list and the text pane is displayed again

When you select the SmartArt graphic, two SmartArt Tools contextual tabs are displayed.



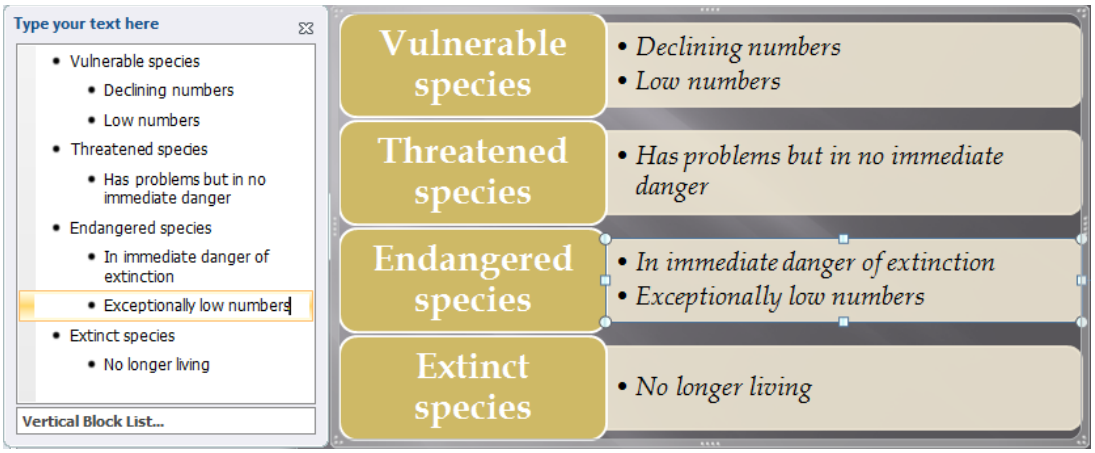
To add another bullet point to one of the main points:

- Click in the text pane at the end of '**In immediate danger of extinction**'



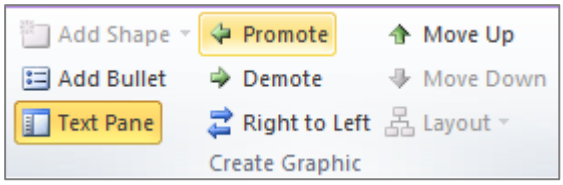
- Press Enter to create a new bullet point at the same level
- Type **Exceptionally low numbers**

The new bullet point is added to the SmartArt graphic but may need to be formatted to match the formatting on the other points.

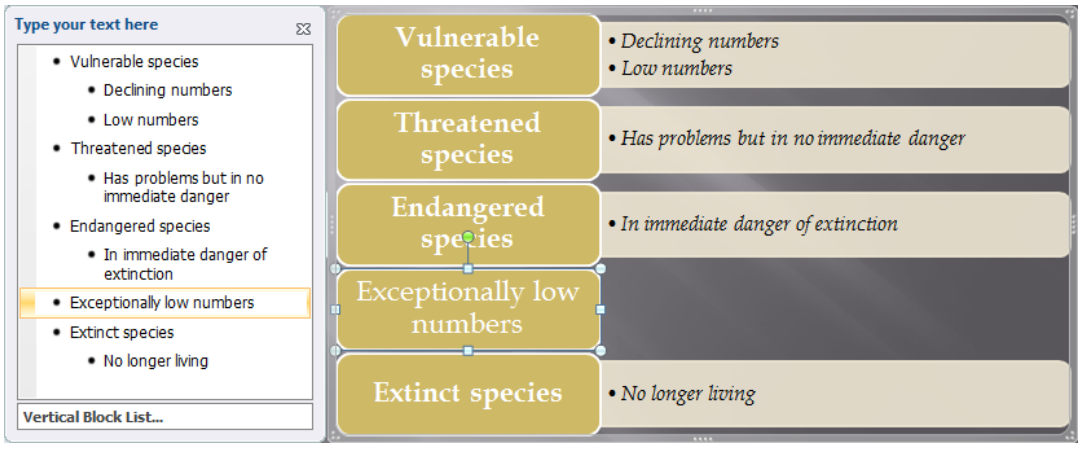


You may however want this new point to be displayed as a new main point.

- Ensure that the bullet point you just typed is still selected in the text pane
- Select the **Design** SmartArt Tools tab
- Click the **Promote** button in the **Create Graphic** group



The text is now displayed as a new main point.

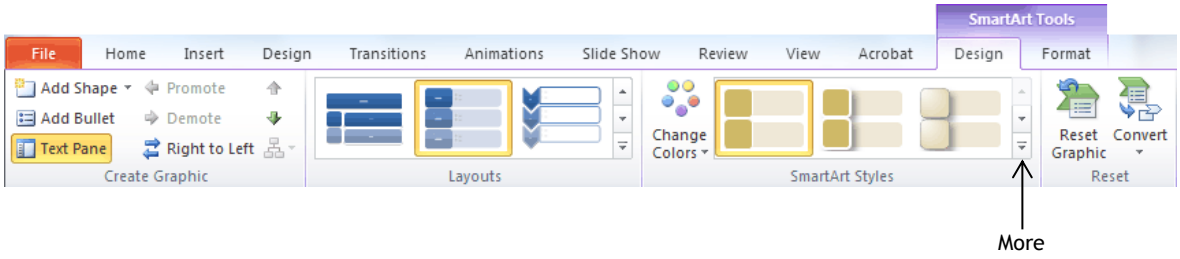


To remove the new point that you added:

- In the Text Pane, select the text **Exceptionally low numbers**
- Press the Delete key

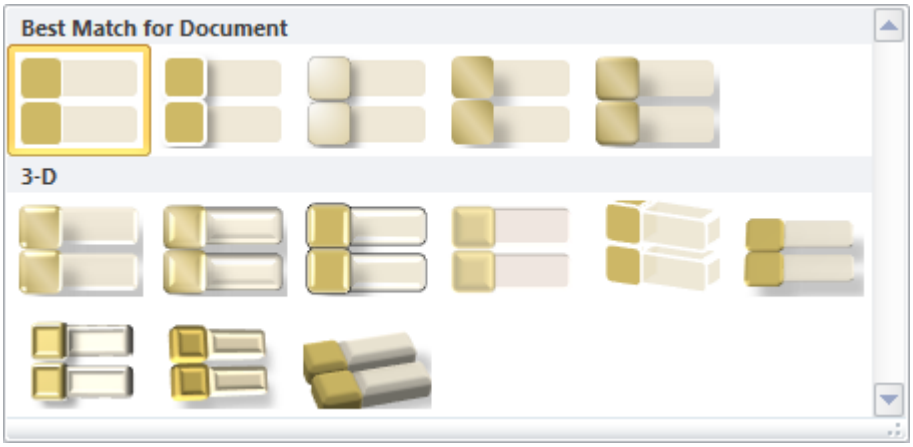
<u>Choosing a different style for your SmartArt:</u>

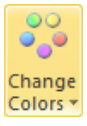
- Ensure the **Design** tab is still selected



- Click the **More** button in the **SmartArt Styles** group

A gallery of alternative styles is displayed.



- Hover the mouse pointer over the different styles to preview the effects
- Select one of the alternative styles
- Click the **Change Colors** button in the **SmartArt Styles** group 

- Hover the mouse pointer over some of the options to preview the effect
- Select one of the options
- Save the presentation

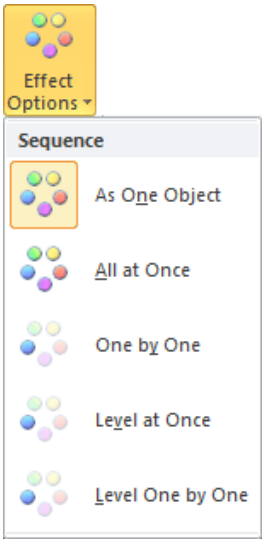
ADDING ANIMATION TO SMARTART

You can add a little extra interest to the SmartArt by including an animation that will 'build' the chart on the slide.

- Click anywhere on the SmartArt graphic or its Text Pane
- Select the **Animations** tab
- Select **Fade** from the list of **Entrance** effects

By default this animates the whole graphic as one object but this can be changed using the Effect Options.

- Click the **Effect Options** button in the **Animation** group



- Hover the mouse pointer over each option in the Sequence list to preview the effect
- Select **Level One by One**
- Use the **Slide Show** button to **preview** the slide, clicking the left mouse button to advance the points

INSERTING SMARTART INTO A NEW SLIDE

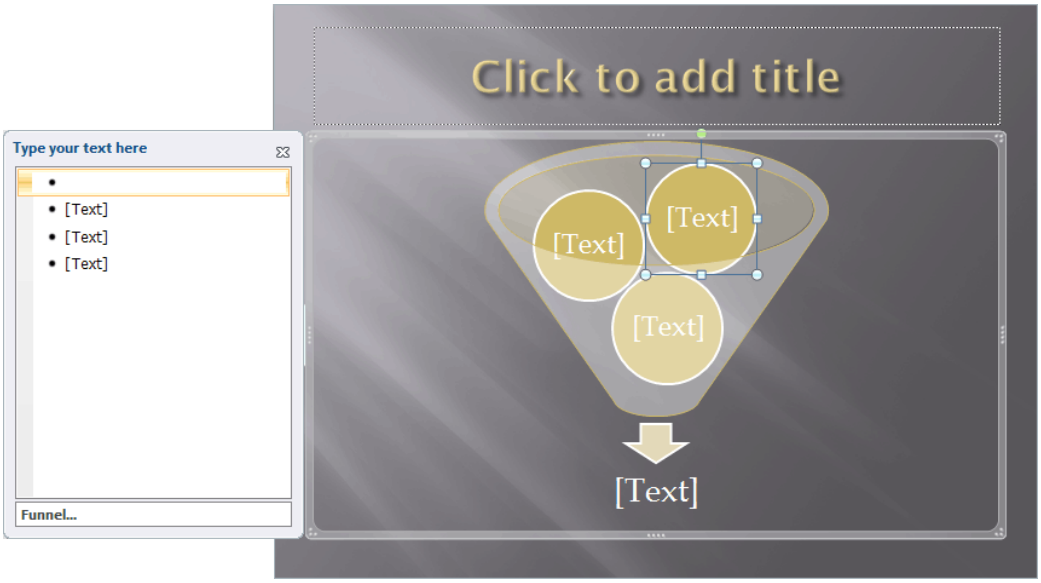
- Add a new slide, with the **Title and Content** layout, to the end of the presentation
- Click **SmartArt** in the **Illustrations** group on the **Insert** tab

Alternatively:

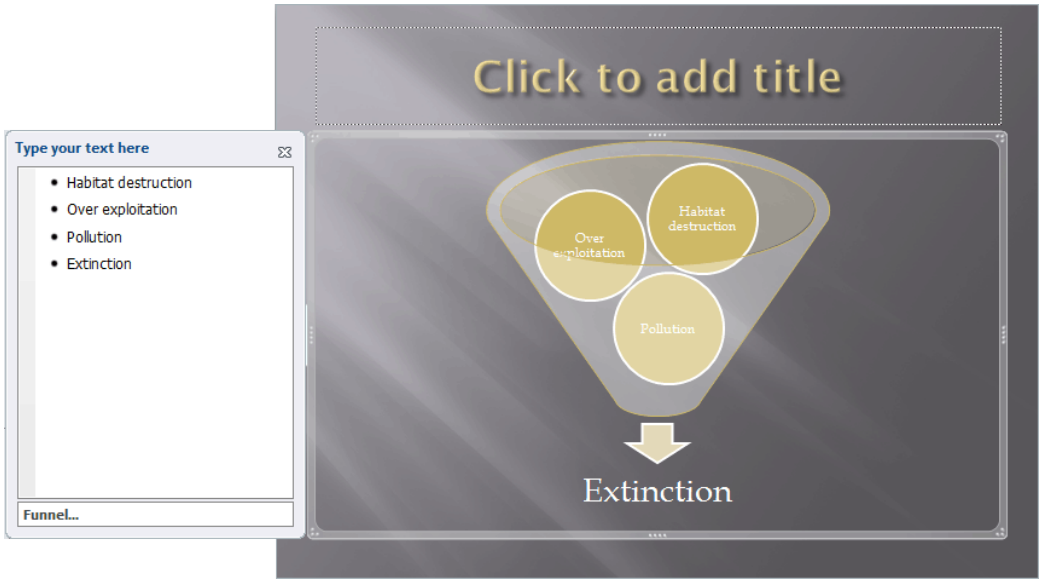
- Click the **Insert SmartArt Graphic** button on the slide

- Select the **Process** category
- Scroll down the list and choose **Funnel**

- Click **OK**



- Enter the following list of points in the Text Pane (use the down arrow to go to the next bullet):
  - **Habitat destruction**
  - **Over exploitation**
  - **Pollution**
  - **Extinction**

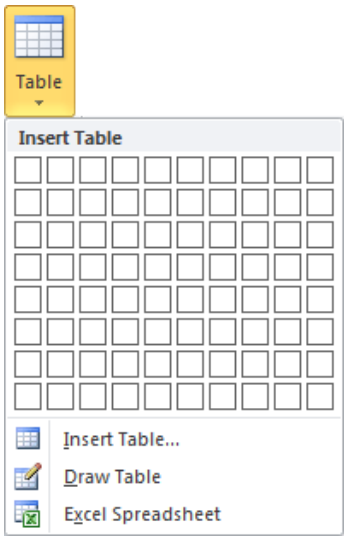


- Try one or two of the other SmartArt Styles to see the effect on the graphic
- Use the **Change Colors** button to change the colour scheme of the graphic
- Save the presentation

TABLES

A table is a useful tool that can be used for presenting information in either a grid format or, if the lines are hidden, as a place-holder for text and pictures to achieve a more complex layout on the slide.

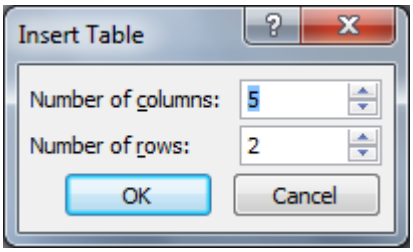
- Add a new slide at the end of the presentation
- Add the heading **The size of big cats**
- Select the **Insert** tab
- Click **Table**



Selecting a square on the grid will insert the corresponding table on to the slide. However, many prefer to use the Insert Table dialog box.

- Select **Insert Table**

The Insert Table dialog box is displayed.



Alternatively:

- Click the **Insert Table** button on the slide

- Select **3** columns and **7** rows
- Click **OK**

A table is displayed on the slide.

The table has been formatted to match the other slides.

- Type the following into the table:

Type of cat	Weight (lbs)	Approximate length (feet)
Siberian Tiger	Up to 700	10+
Indonesian or Bali Tiger	Up to 200	Up to 7
Cougar	75-250	5 - 9
Leopard	250-400	Up to 7
Ocelot	17-24	4 - 5.5
Lion	Up to 550	Up to 8

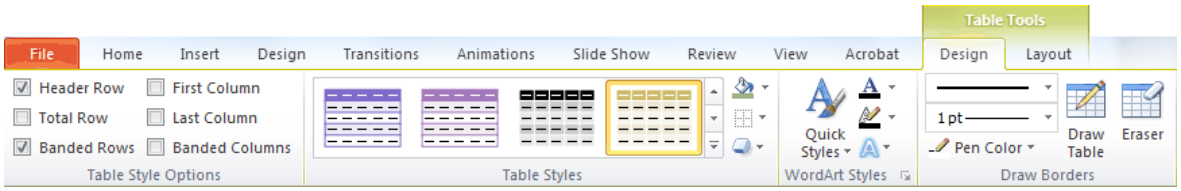
(Taken from: http://www.bigcatrescue.org/catfacts/catfacts.htm)

- Centre the column headings
- Ensure that all the text is displayed on a single line in each cell by changing the column widths if necessary

- Save the presentation

When the table is selected two Table Tools contextual tabs are displayed.

- Click the **Design** Table Tools tab

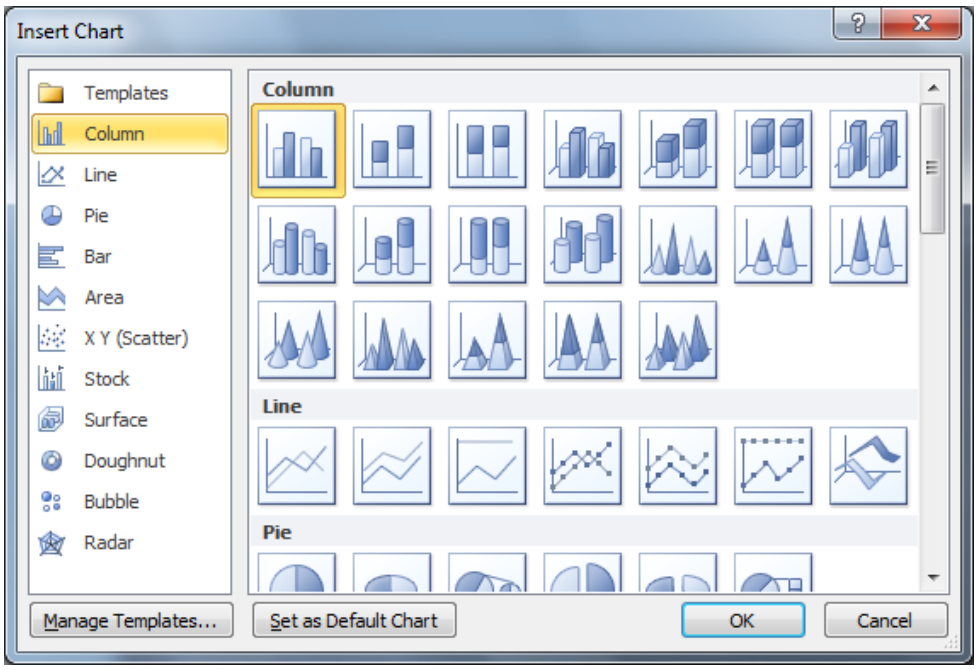


- Move the mouse pointer over the **Table Styles** to see a preview on the slide as the format of your table automatically changes
- Use the **More button** to the right of the Table Styles group to display the full gallery of styles
- Select a different style
- Try using the **tick boxes** in the **Table Style Options** group to see the difference they make to the design
- Click the **Layout** Table Tools tab to see further tools and options that you could use to format the table

CHARTS

- Insert a new slide at the end of the presentation
- Click **Chart** in the **Illustrations** group on the **Insert** tab

The Insert Chart dialog box is displayed.

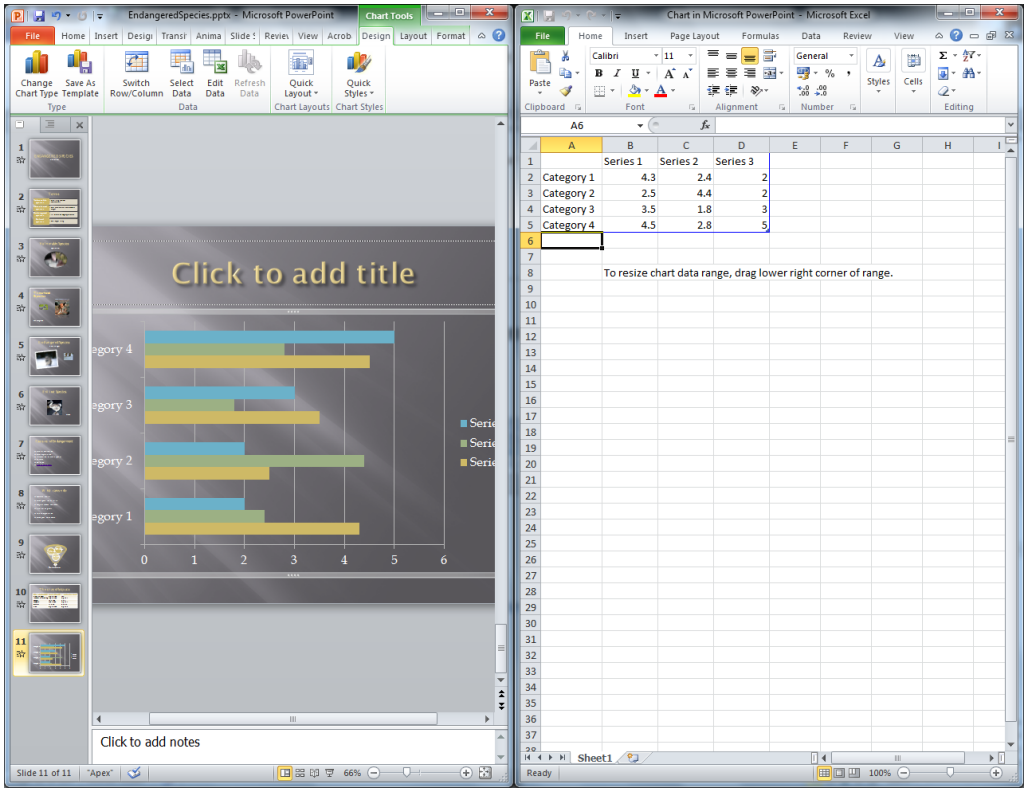


Alternatively:

- Click the **Insert Chart** option in the centre of the slide

The types of chart are listed in the left hand column.

- Select **Bar**
- Click **OK** to select the default Bar Chart offered



You can see that the screen has split into two panes showing a default chart on the left and related data in an Excel worksheet on the right.

- Enter the following data into cells **A1:B7**

	Weight (lbs)
Lion	550
Ocelot	24
Leopard	400
Cougar	250
Indonesian tiger	200
Siberian tiger	700

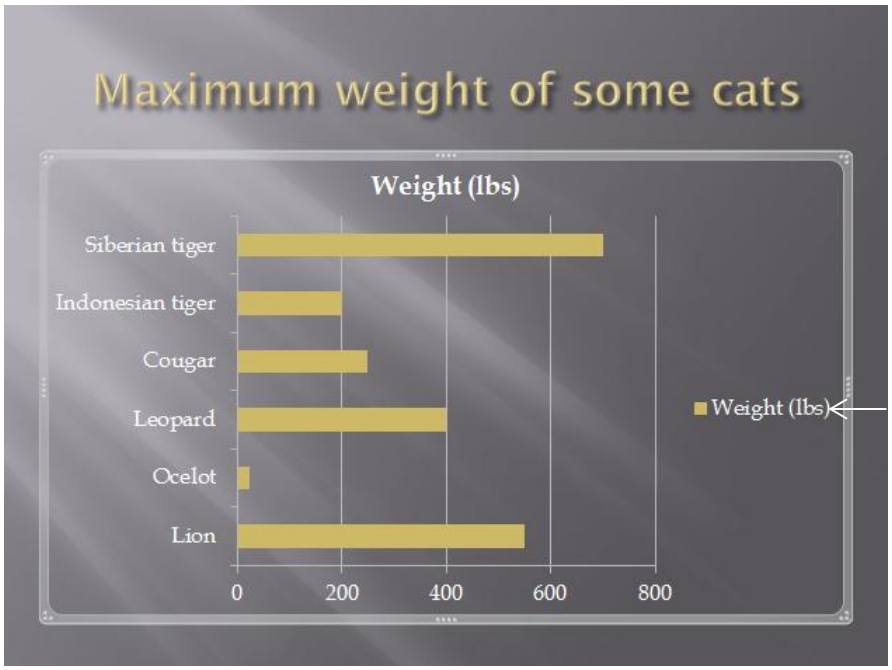
To specify that only the first two columns are to be used for the chart:

- Drag the bottom right corner of the blue box so that only **A1:B7** is enclosed

	A	B	C	D
1		Weight (lbs)	Series 2	Series 3
2	Lion	550	2.4	2
3	Ocelot	24	4.4	2
4	Leopard	400	1.8	3
5	Cougar	250	2.8	5
6	Indonesian tiger	200		
7	Siberian tiger	700		

Notice that the chart in the left window has changed to match the data

- Close the Excel window
- Add the slide title **Maximum weight of some cats**



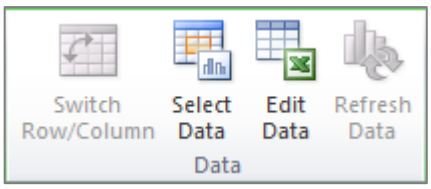
The Legend is not needed on this chart:

- Select the **Legend** and press **Delete**

The Legend is deleted and the chart expands to fill the space.

The three Chart Tools tabs contain commands and tools to help you to edit, configure and format the chart. For example, to edit the chart data:

- Select the **Design** Chart Tools tab (this will only be displayed when the chart is selected)
- Select **Edit Data** in the **Data** group



The screen splits as before and displays the Excel table used to create the chart. This enables you to make any necessary changes.

- Close the Excel window

ADDING ANIMATION TO A CHART

Like other types of content, charts can also be animated. Adding animation to the chart gives you time to speak about each part before displaying the next.

- Select the chart
- Select the **Animations** tab
- Click **Fade** in the Animations gallery to set that effect on the chart

By default, the whole chart will be animated as one object.

- Click the **Effect Options** button in the **Animation** group
- Choose **By Category** from the **Sequence** options
- Click the **Slide Show** button to see the effect
- Click the left mouse button to display each bar on the chart

This effect is particularly good if you have a chart that displays a comparison between several items.

- Add a new slide at the end of the presentation
- Create a **Clustered Cylinder** column chart (accept the default example data)

- Add an animation to the chart
- Use the **Effect Options** button to set the effect to animate **By Series**
- Click the **Slide Show** button
- Press the left mouse button to display each series in turn
- Delete the last slide
- Save the presentation

HEADERS AND FOOTERS

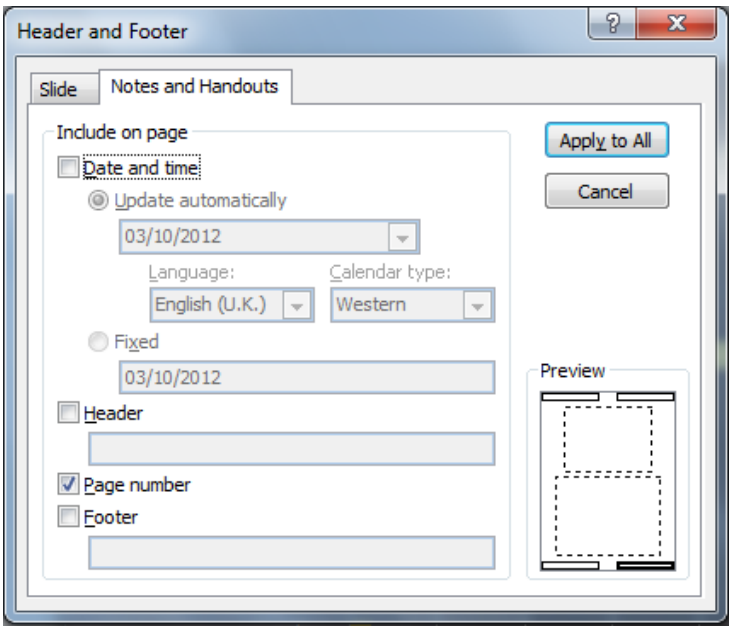
Footers can be included on slides, and both Headers and footers can be included on notes pages and handouts.

HEADERS AND FOOTERS ON NOTES AND HANDOUTS

- Select the **Insert** tab
- Click the **Header & Footer** option in the **Text** group

The Header and Footer dialog box is displayed. There are two tabs in the dialog box, one for Slides and one for Notes and Handouts.

- Ensure that the **Notes and Handouts** tab is selected



Using this dialog box you can enter text to be displayed in the header and/or footer, and choose whether or not to insert a date and page number.

Date and Time:

A fixed date can be inserted in the header, or the date can be automatically updated to always display the current date when the page is displayed.

Update the date automatically

When you use this option, the date is updated each time you load the file on your computer. Therefore if handouts are not printed on the day of the presentation they will display a different date.

Fixed date

If you want the date on the notes pages and handouts to represent a specific day, use this option.

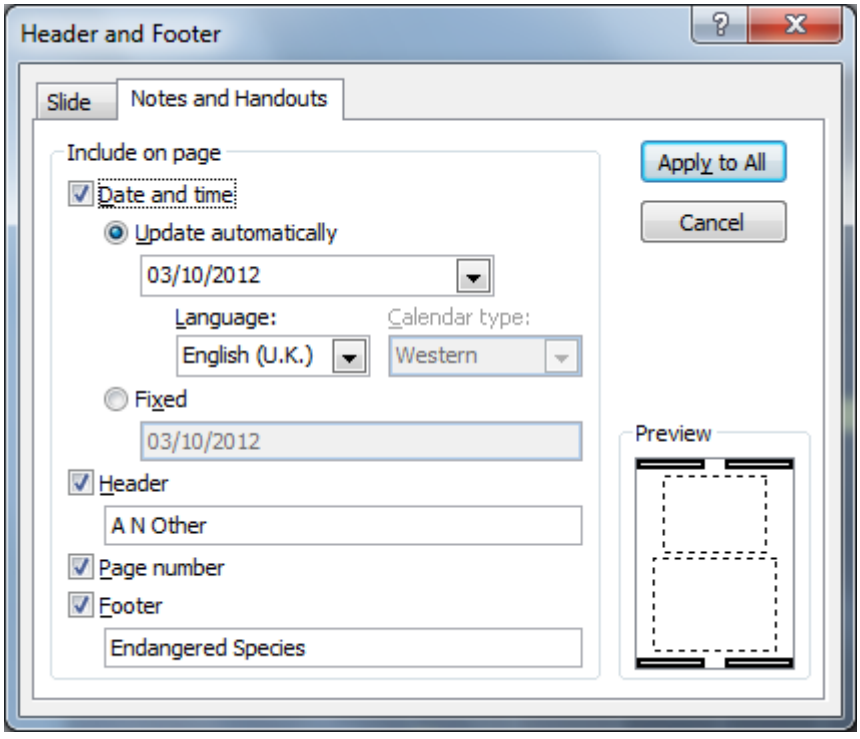
Page numbers:

If you want a page number on your handouts or speaker's notes (sometimes handy for you or the audience to be able to follow/organise), ensure that the Page number check box is ticked.

Header and Footer text:

To insert your own text in either the header or footer, select the appropriate check box and enter the text in the corresponding text box.

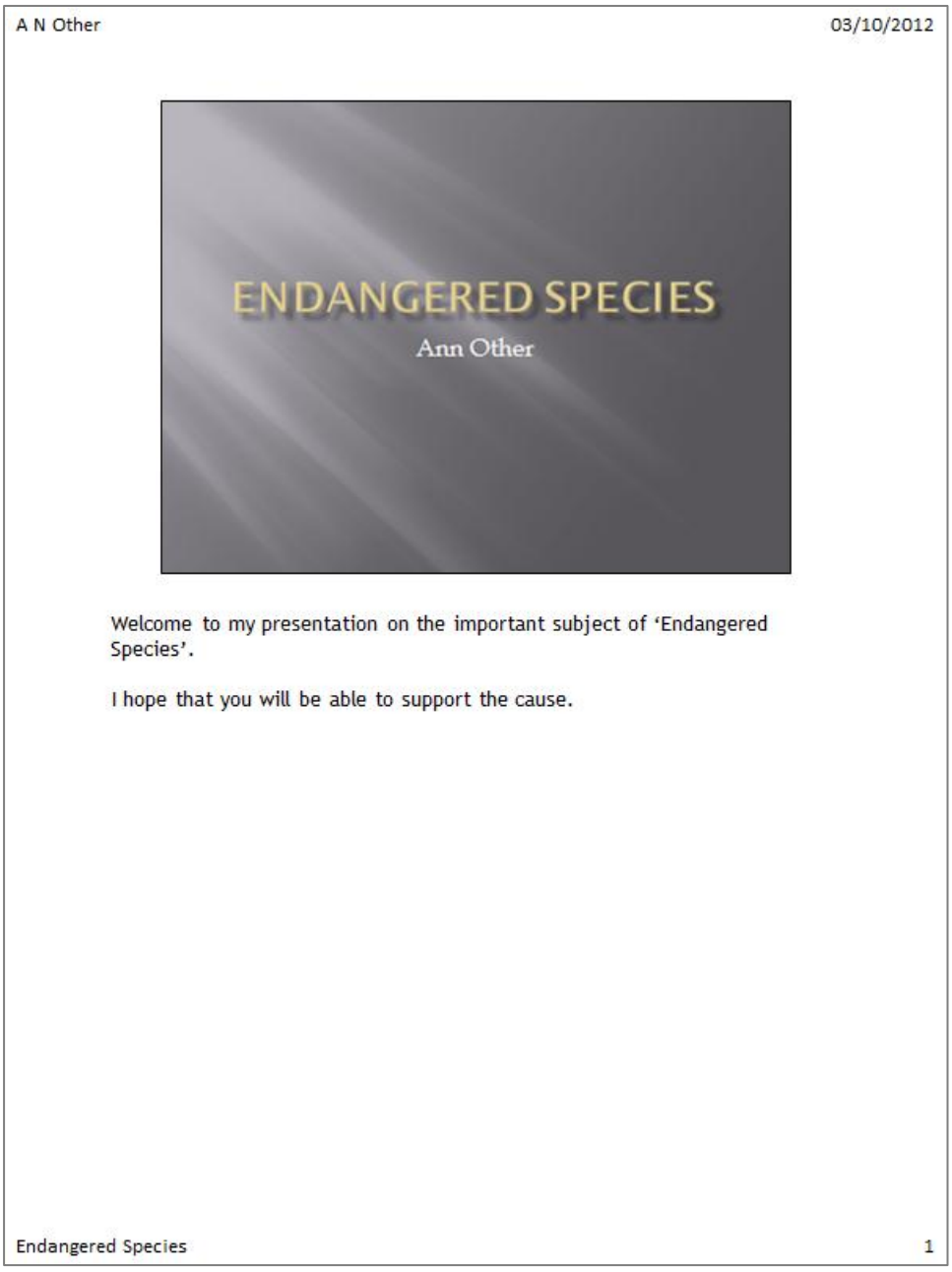
- Click **Header** and enter your name
- Click **Footer** and type **Endangered Species**
- Click **Date and Time** and select **Update automatically**
- Ensure that the date is in the correct format by choosing **English (U.K.)** as the language



- Click **Apply to All**

To see the header and footer:

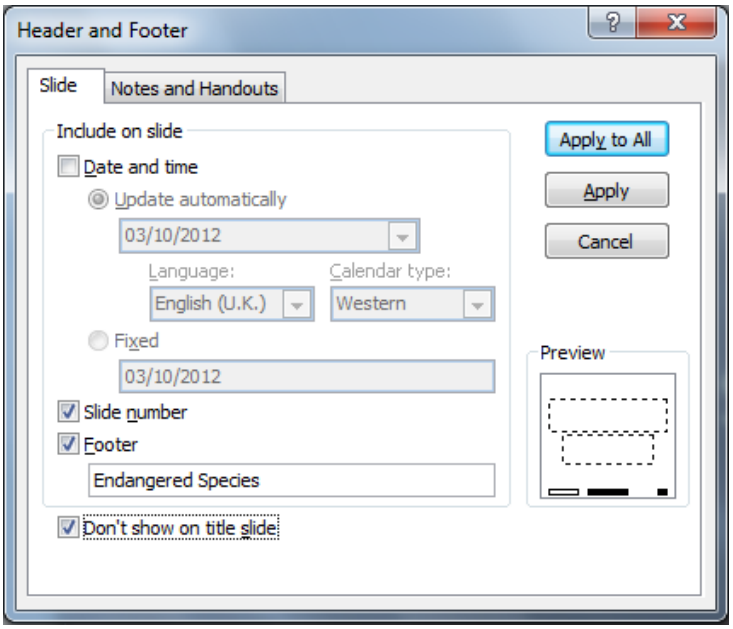
- Select **slide 1**
- Select the **View** tab
- Click **Notes Page**


A N Other
03/10/2012
ENDANGERED SPECIES
Ann Other
Welcome to my presentation on the important subject of 'Endangered Species'.
I hope that you will be able to support the cause.
Endangered Species
1

- Return to the editing screen by clicking the **Normal** button
- Save the presentation

FOOTERS ON SLIDES

- Choose the **Insert** tab
- Click the **Header & Footer** option in the **Text** group
- Ensure the **Slide** tab is selected in the dialog box
- Select **Slide number**
- Select **Footer** (add the text **Endangered Species**)
- Choose the option **Don't show on title slide**



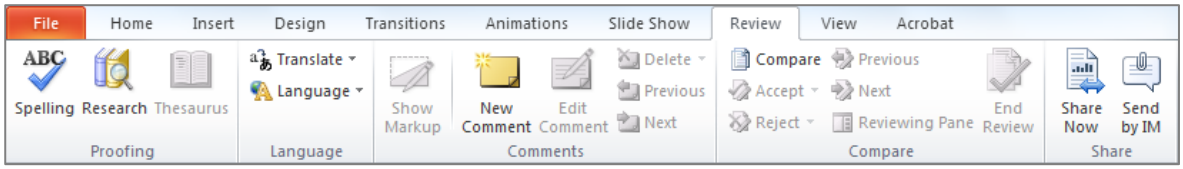
- Click **Apply to All**
- Run the slideshow to check that the information has been added to the slides

SPELLING CHECKER

When you create a presentation it is wise to check the spelling before showing it.

Although the spelling checker provided with PowerPoint is a useful tool, remember that it is not foolproof. Occasionally it will pick up words that are not necessarily misspelled, and it will not flag up words which may have been mistyped, for example “contact” instead of “contract”.

- Click the **Review** tab



- Click **Spelling** in the Proofing group

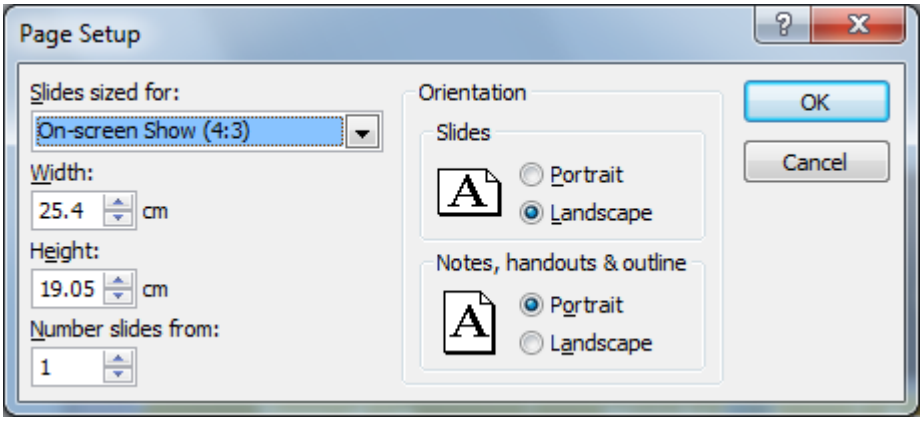
PRINTING

You can print your presentation in several formats. In this section you will look at printing handouts and notes pages.

PAGE SETUP

- Select the **Design** tab
- Choose **Page Setup** in the Page Setup group

The Page Setup dialog box is displayed.



- As you are going to print handouts or notes pages, use the down arrow on the **Slides sized for** window and choose **A4 paper**

Remember to change this back to **On-screen Show (4:3)** before running your presentation; otherwise you are likely to have a black bar at the top and bottom of the screen.

If you are creating transparencies for an overhead projector choose **Overhead** from the drop list.

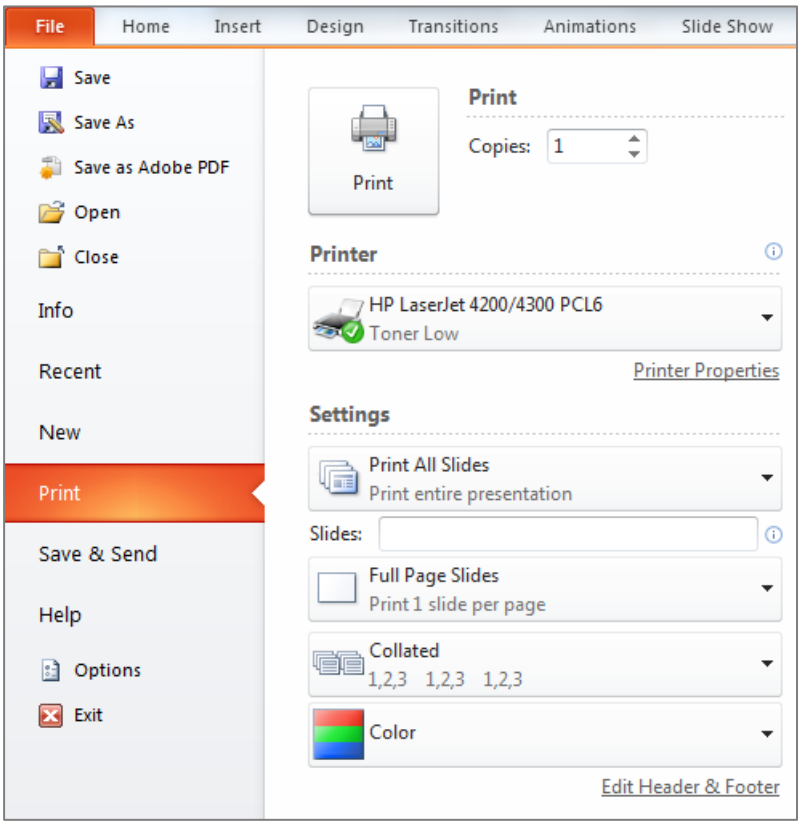
Remember to load transparencies into the printer.

Ensure that you use transparencies recommended for use in laser printers. Check the user's manual for your printer to make certain that you are using suitable media.

- Click **OK**

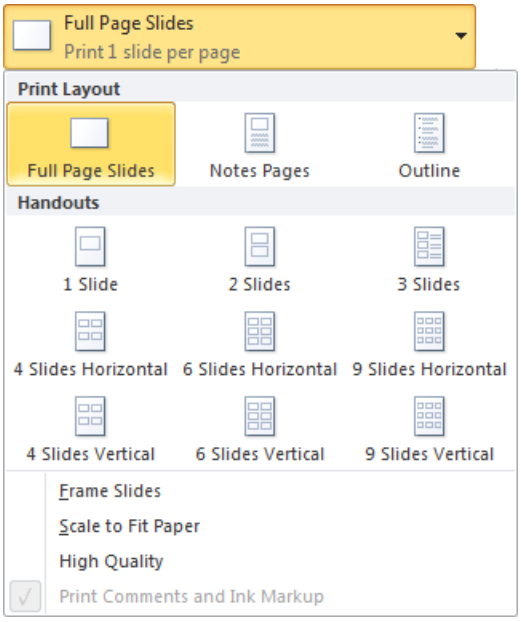
PRINTING NOTES PAGES

- Select the **File** tab
- Click **Print**



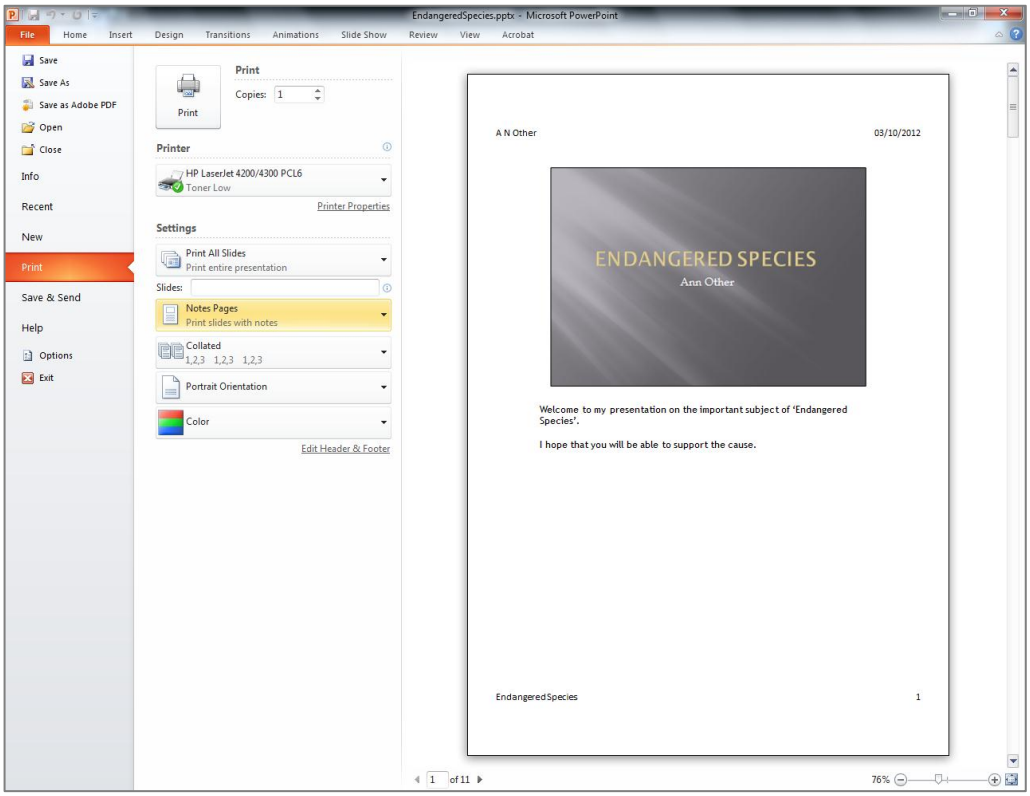
- Click on **Full Page Slides** in the **Settings** section

The following options are displayed.



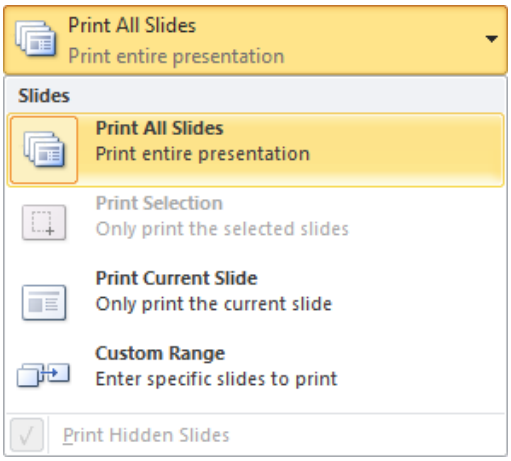
➢ In the **Print Layout** section, select **Notes Pages**

A preview of the notes page for the selected slide is displayed on the right.



To print the notes page for the current slide only:

➢ Select **Print All Slides** in the **Settings** section



➢ Choose **Print Current Slide**

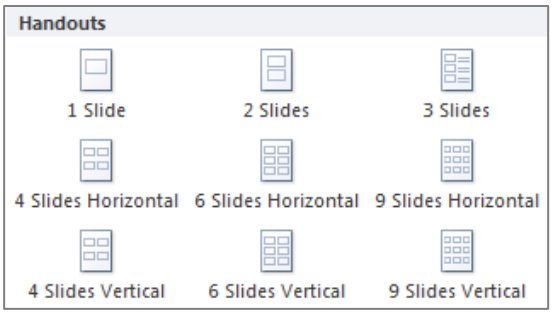
➢ Click **Print**

The notes page is printed.

PRINTING HANDOUTS

- Select the **File** tab
- Click **Print**
- Click **Full Page Slides** in the **Settings** section

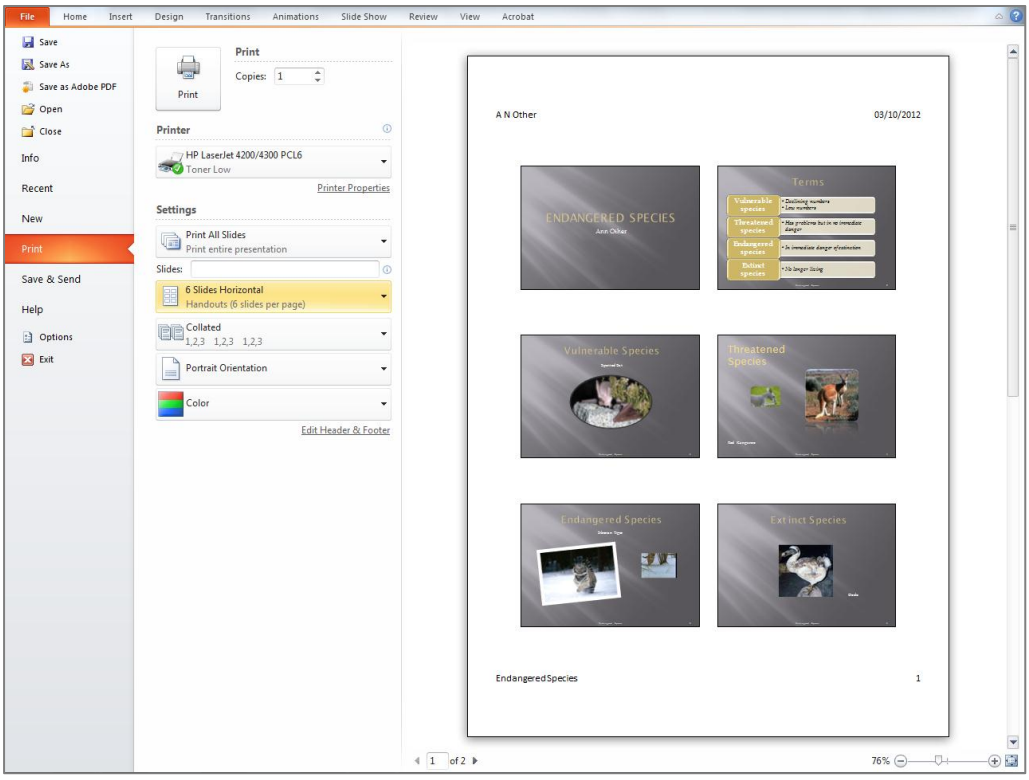
There are a number of options in the Handouts section.



The 3 Slides option is the only option that provides a lined notes area on the right of the page for your audience to make their own notes.

- Choose **6 Slides Horizontal**

A preview of one of the pages is displayed on the right of the screen.



- Click **Print**
- Save the presentation

To close the presentation:

- Select the **File** tab
- Click **Close**

THE SLIDE MASTER

It is important that your presentation makes a good impression. Ideally you should follow one theme or style throughout the presentation.

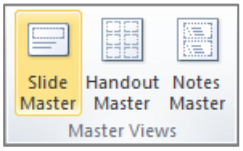
PowerPoint offers you various ways to control the appearance of your slides: templates, themes and masters. There are three types of master – Slide Master, Handout Master, and Notes Master, but we will investigate only the Slide Master.

To create a new presentation:

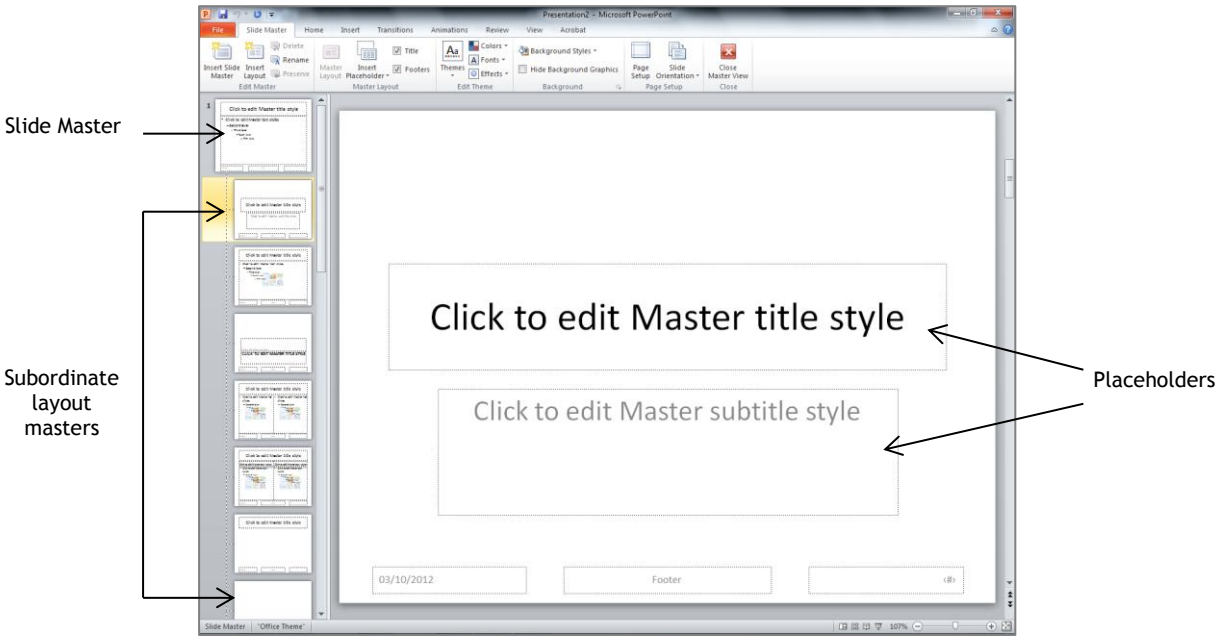
- Select the **File** tab
- Select **New**
- Ensure that **Blank Presentation** is selected
- Click **Create**

To view the Slide Master:

- Select the **View** tab
- Click the **Slide Master** option in the **Master Views** group

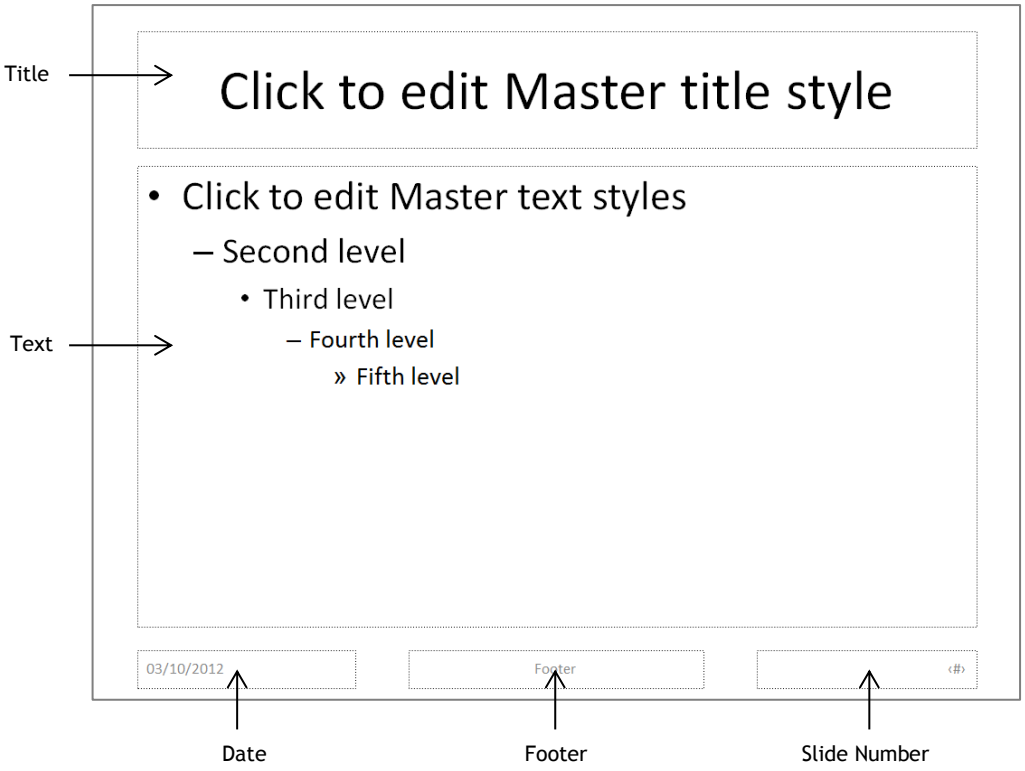


The Slide Master view is displayed.



The slide at the top of the list is the Slide Master (numbered 1). The slides listed below it are subordinate masters, one for each style of layout.

The Slide Master includes five preset placeholders: Title, Text, Date, Footer, and Slide Number.



When you open a new presentation, you see the title and text placeholders immediately, but the date, footer and slide numbers are seen only when you choose to add text to them using the Header and Footer option.

Any change you make to the Master Slide will be reflected on all the slides in the presentation.

You can change the appearance of the Master Slide by formatting or moving a placeholder, even removing it altogether if you like. You can also add images, for example a logo, to the Master Slide in order for it to appear on all slides.

When you apply a theme to your presentation, the Master Slide is automatically updated to include it and this is cascaded down to the other slide layouts. You can make changes to the theme in the Slide Master and again the other slide layouts will be updated.

- Click the **Close Master View** button to the right of the ribbon
- Select the **Design** tab
- Apply a **Theme** to the presentation

- View the **Slide Master** again to see that all of the slide layouts have updated to show the theme

With the Slide Master selected:

- Click **Themes** in the **Edit Theme** group
- Choose a different theme

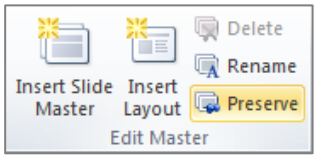
The Slide Master and all the subordinate layout masters change to reflect the new theme.

USING TWO THEMES IN A PRESENTATION

Depending on your presentation, you may want to use more than one theme for the slides. Up to now each time you have made a change to the theme all of the slides have changed. If you want to use a second theme for your slides, you need to preserve the current Slide Master, so that PowerPoint will create a second one.

With the Slide Master selected:

- Click **Preserve** in the **Edit Master** group on the **Slide Master** tab



A drawing pin is inserted below the Slide Master number indicating that it is preserved.

Now with the Slide Master selected:

- Click **Themes** in the **Edit Themes** group
- Choose a different theme

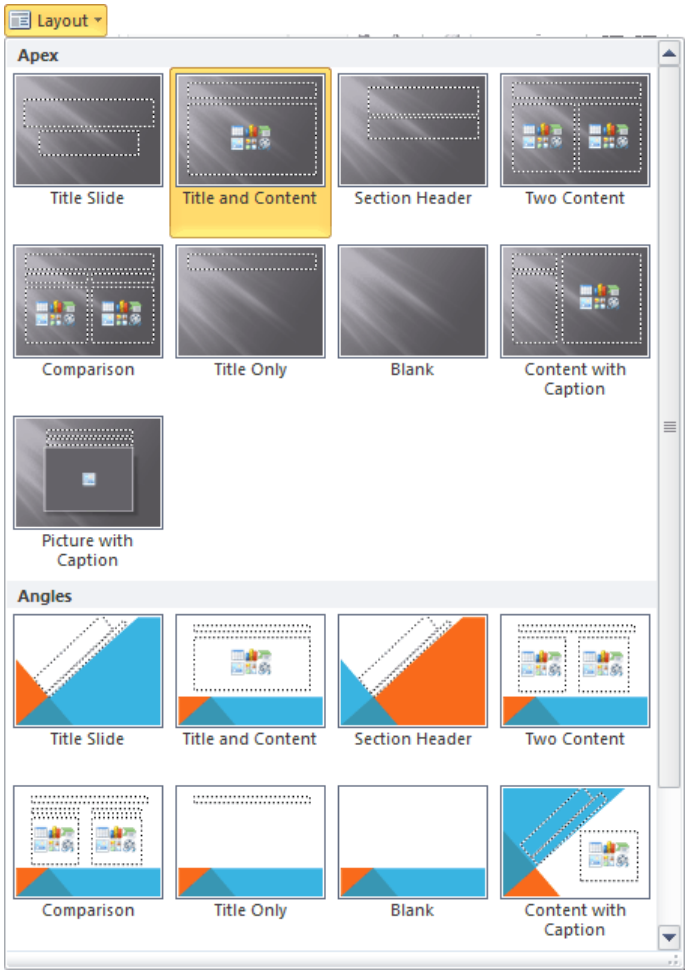
This time a second Slide Master is created with its various sub-masters and the new theme is applied to these. You now have two different themes to choose from for each of the slides in your presentation.

- Close the Master View
- Select the **Home** tab
- Insert a new slide

To select the other theme to apply to the slide:

- Choose **Layout** in the **Slides** group

The slide layouts for each of the themes that you have chosen are displayed.



- Click the theme and slide layout that you want to use for the selected slide

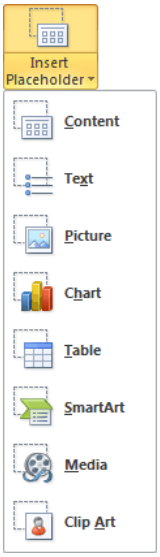
CREATING A CUSTOM LAYOUT

You can edit existing slide layouts or create a new layout of your own design so that it is available each time you create a presentation.

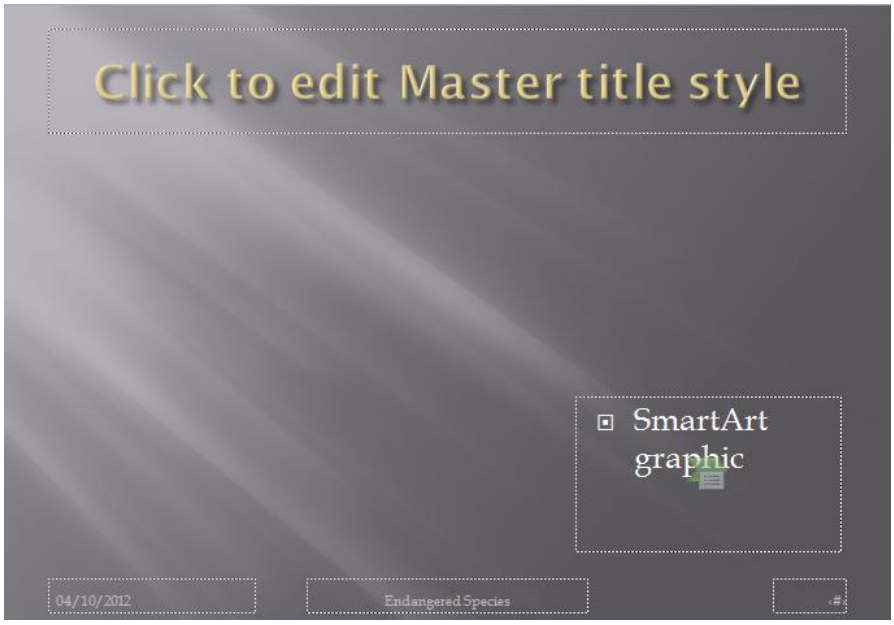
- Display the Slide Master
- You are going to add your layout at the end of those displayed so select the **last slide** in the list
- Click the **Insert Layout** option in the **Edit Master** group

A new slide is added to the list ready for you to select the components that you want to include in the new layout

- Click the bottom half of the **Insert Placeholder** button in the **Master Layout** group



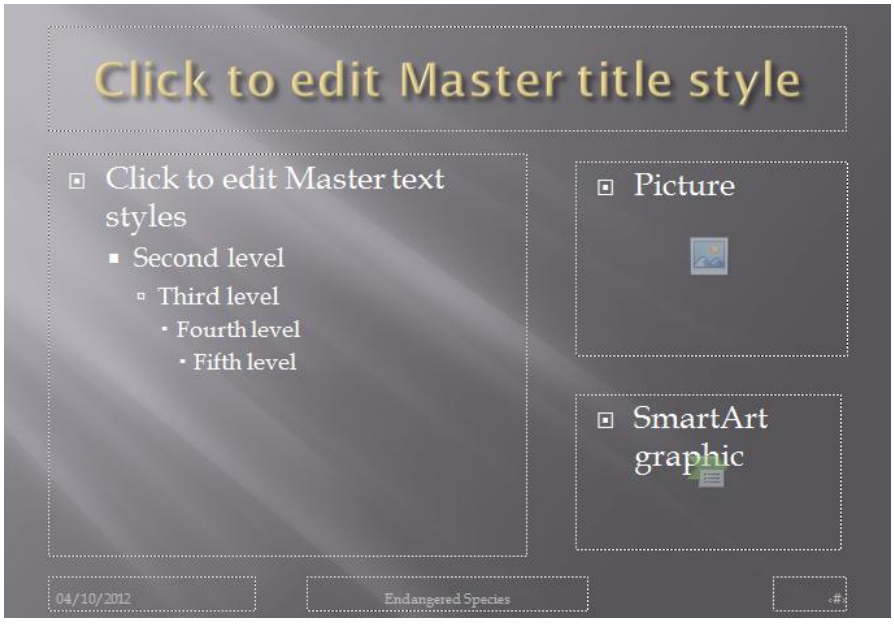
- Select the **SmartArt** placeholder and place it on the bottom right of the slide by using a dragging method to draw a box in that position



- Add a **Picture** placeholder above the SmartArt placeholder and below the Title placeholder on the right

- Add a **Text** placeholder below the Title placeholder on the left

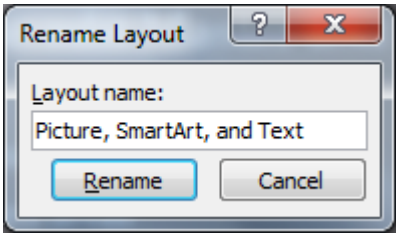
Your new layout master should look similar to the one below.



- Click the **Rename** option in the **Edit Master** group

By default the new layout will be called Custom Layout so you need to change the name to something more meaningful.

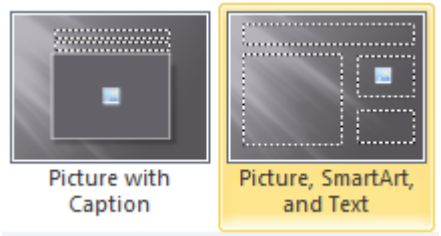
- Insert a suitable name for the new layout



- Click **Rename** to accept the name and close the dialog box
- Close the **Master View**

Check that the layout is ready for use:

- Click the **Layout** option in the **Slides** group
- Scroll down if necessary to see your slide layout



- Select the **Picture, SmartArt, and Text** layout

The redesigned and new Slide Masters and Layout masters will only be available in the current presentation. If you would like to use them in future presentations, you need to save them as part of a template.

TEMPLATES

SAVING A PRESENTATION AS A TEMPLATE

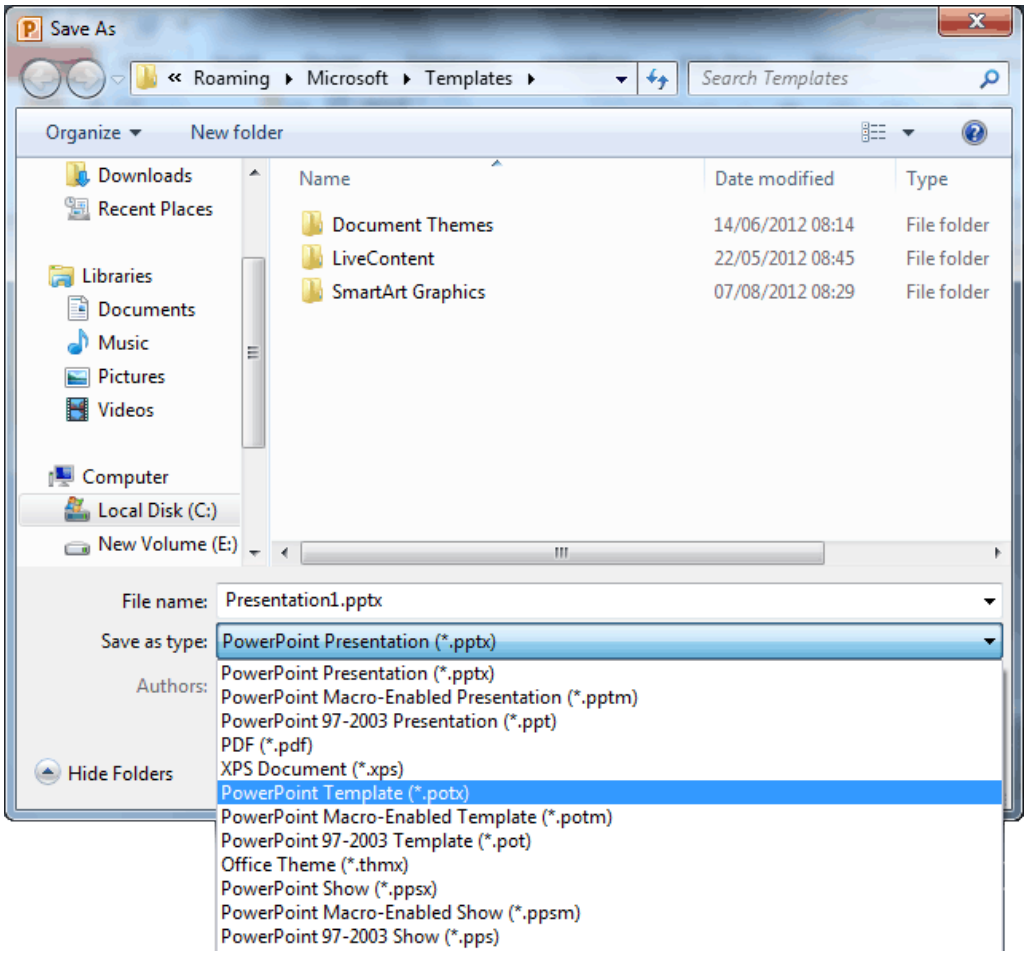
A template may contain basic slides to start your new presentation, custom layouts, colour schemes or simply an empty presentation with customised Slide Masters.

If you would like to preserve the new designs you can save the current presentation as a template.

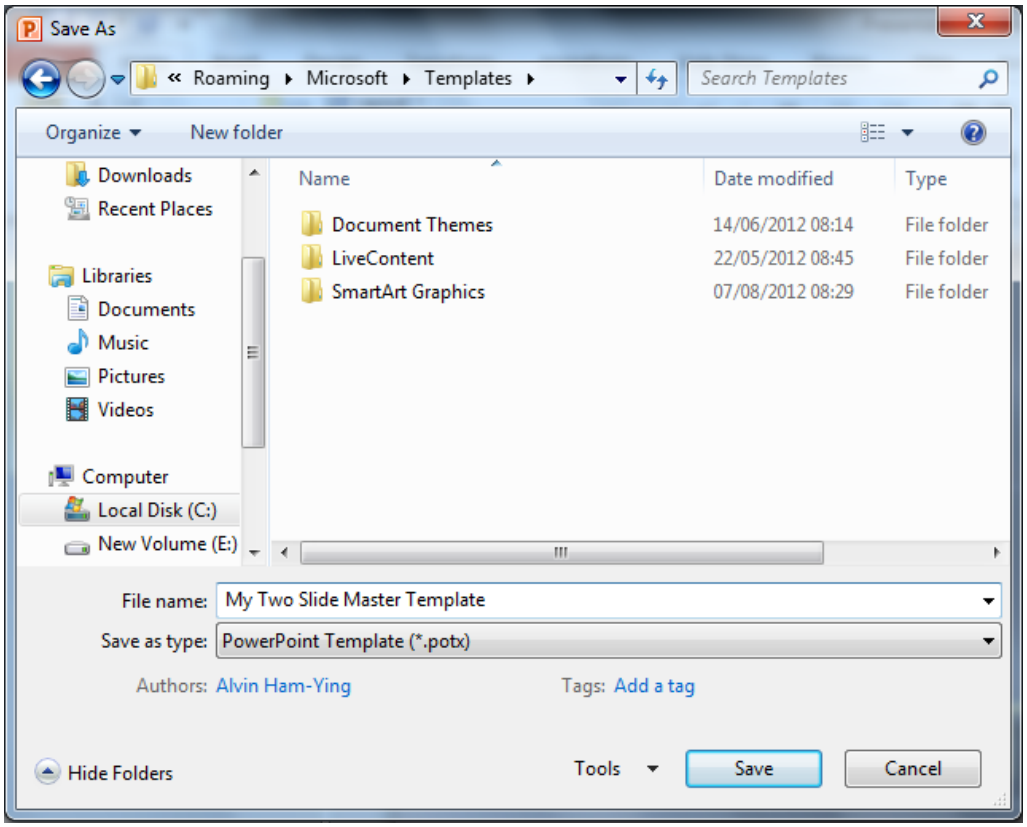
- Select the **File** tab
- Choose **Save As**

The Save As dialog box is displayed.

- In the **Save as type:** window choose **PowerPoint Template**



- The Templates folder is automatically displayed
- Name the template ***My Two Slide Master Template***

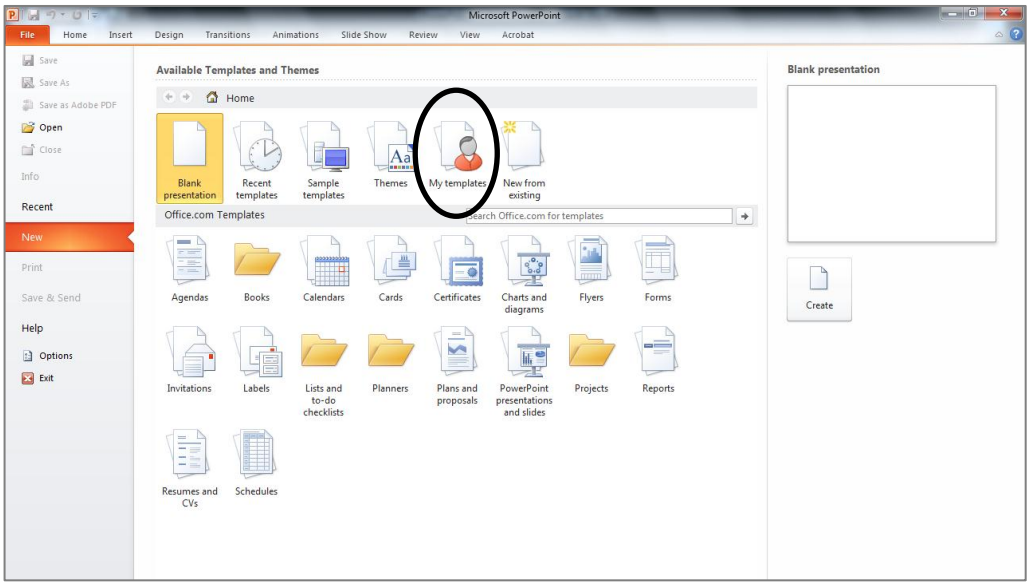


- Click **Save**
- Close the presentation

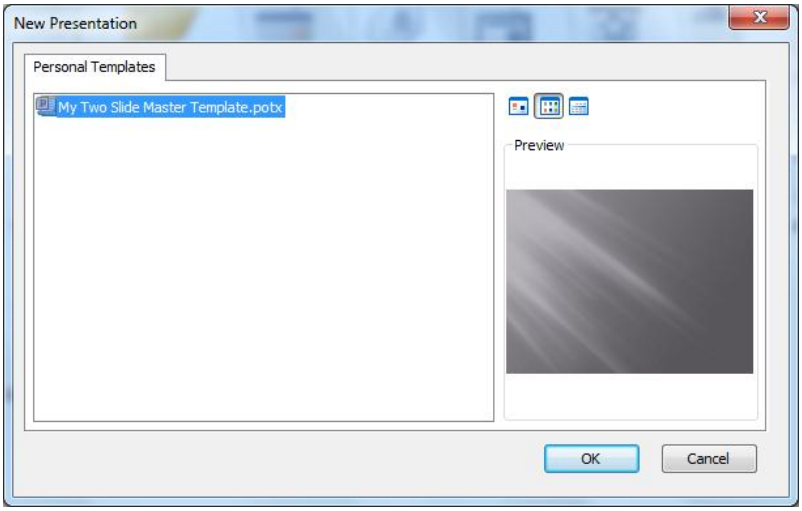
USING YOUR SAVED TEMPLATE

To use the template that you have just saved:

- Select the **File** tab
- Choose **New**
- Select **My templates**



The following window opens showing the template(s) that you saved.



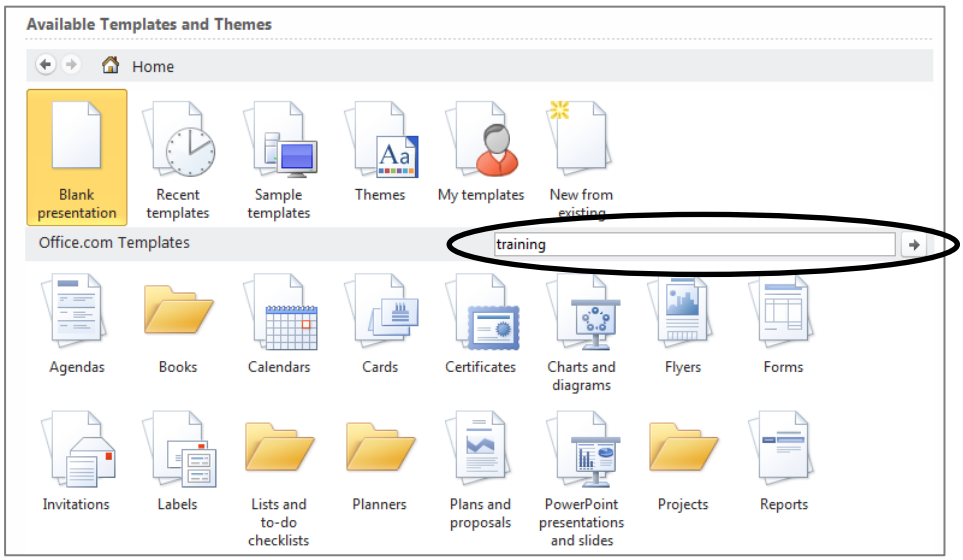
- Select the name of the template that you want to use
- Click **OK**
- Check the list of Layouts to see that the new one you created is available
- Close the presentation without saving

USING OTHER AVAILABLE TEMPLATES

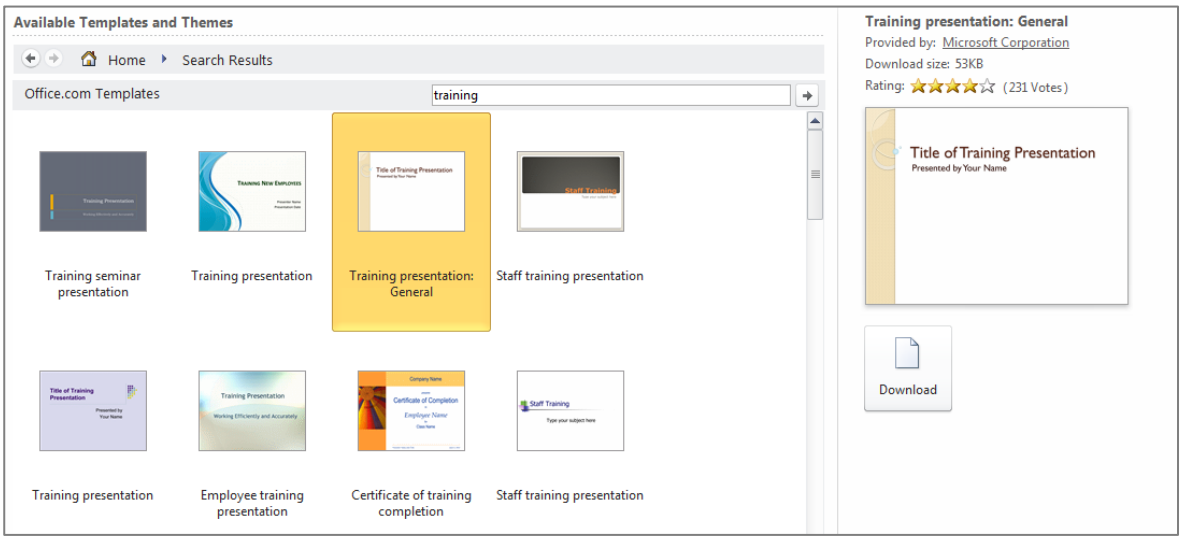
PowerPoint comes with a few built-in templates and many others are available through the Internet.

For example, if you want to create a presentation to support a training session you may be able to find a suitable template that you can use.

- Select the **File** tab
- Choose **New**
- Type **training** in the Search box and press Enter



Available templates that relate to your search keyword are displayed. Any of these can be downloaded and adapted to your needs.



- Select the **Training presentation: General** template
- Click **Download**

The template is downloaded and opened as a new presentation.

This template contains fourteen slides. On each slide you will find suggestions of what can usefully be included on it.

If you find a template that you like, this can prove to be a quick way of creating your presentation.

- Close the presentation without saving

EXERCISE

You are representing the Management Committee of the 2012 Olympics in London. You have information on:

- the technology that will be used during the Olympics
- the Olympic Park
- transport

There are pictures available in the PowerPoint 2007 folder for each of the subjects.

You have to prepare a short presentation to 'sell' the project to a group of journalists who will be reporting on the progress of the venture.

The presentation should contain a minimum of five slides and should be fairly dynamic. Choose the information you would like to use from the items below.

Olympics 2012 – London

Technology

Technology will play an important role in both the build up to 2012 and the Games themselves.

We will be working closely with our partners to ensure we use existing and emerging technologies in innovative and powerful ways.

Operational technology

When it comes to staging the Games, technology will play a bigger part than ever before.

It will be central to the ways we capture scores, timings and performance in the sports competitions.

Inside the venues, technology will feed back information to officials, spectators, venue staff and volunteers.

And it will help with all levels of decision making during the Games, from separating a photo finish to managing the flow of people to and from the Park.

Business technology

Technology is not just relevant to the delivery of the Games.

It will be instrumental in our planning, procurement and other business activities in the run up to 2012.

From the way we share information with multiple stakeholders to modelling data such as pedestrian flows in the Olympic Park, technology will help us run a world-class programme.

Communications technology

Technology will transform the way people engage with the Games. It is not just about receiving information – it will also be about reacting to it.

Digital channels such as the web and mobile phones will be the number one way for everyone to access, share and participate in the 2012 Games.

In the run-up to the Games, we will be offering people ways to get closer to the action, interacting with our data and sharing their own.

Come 2012, there will be new ways to interact with events, whether it is through spectator services in the Olympic Park or interactive technologies in UK towns and cities.

Our plans

We will be using mature and advanced technologies in the Games.

We are looking at existing, proven systems already in use. But this is also an opportunity to push boundaries, and work with leading suppliers and developers to create new applications.

We will be ensuring our technological solutions are reliable – able to perform on the day, in all kinds of places and under extreme conditions.

And we will be re-deploying some of the technology solutions used during the Games to the lasting benefit of local communities after 2012.

Of course, technology is not an end in itself. Our focus is the Games and the people who will take part, as spectators, volunteers or competitors.

But using it imaginatively will help to create a Games excitingly relevant for a 21st-century audience – a ‘Games for a connected world'.

Olympic Park

The focus of the London 2012 Games will be the Olympic Park in east London, which will house the new sport venues.
The Park is located in the Lower Lea Valley - an area of great untapped potential.

After the Games the area will be transformed into the largest urban park created in Europe for more than 150 years.

There will be a huge amount of activity up until the Beijing Games in August 2008, to get the site ready for the construction work that will start in earnest in the summer of 2008.

Construction hotline

You can call the Olympic Delivery Authority's Community Relations team about any questions or concerns you have about construction works in general on 08000 722 110, 24 hours a day, seven days a week.

Transport

We're aiming for 100 per cent of spectators to get to the Games by public transport, cycling or on foot.

Approximately seven million tickets are available for sale for the London 2012 Olympic Games.

Eleven days of competition during the Paralympic Games will bring 1.5 million spectators.

Our transport plans for the Games will help transform the Lower Lea Valley into one of the best connected areas in the capital, bringing economic and social benefits that go far beyond 2012, and far beyond sport.

(Taken from the www.london2012.com)

You may also wish to include the **Legacy of hosting the games**.

APPENDIX

Design considerations for dyslexia and visual impairment

1. Use Arial, Verdana or Comic Sans fonts
2. Use Size 36 font or larger where possible, no smaller than Size 24
3. Don't type text IN ALL CAPITAL LETTERS AS ITS HARD TO READ
4. Avoid *italic* and underline, **use bold for emphasis**
5. Use short bullet points rather than long blocks of text
6. Left align text – don't justify
7. Use generous line spacing and space between paragraphs
8. Use diagrams, images and pictures rather than words where possible
9. Use pale blue, pale yellow, cream or white backgrounds and dark text
10. Avoid red and green
11. Avoid 'busy' backgrounds and don't use pictures as backgrounds either